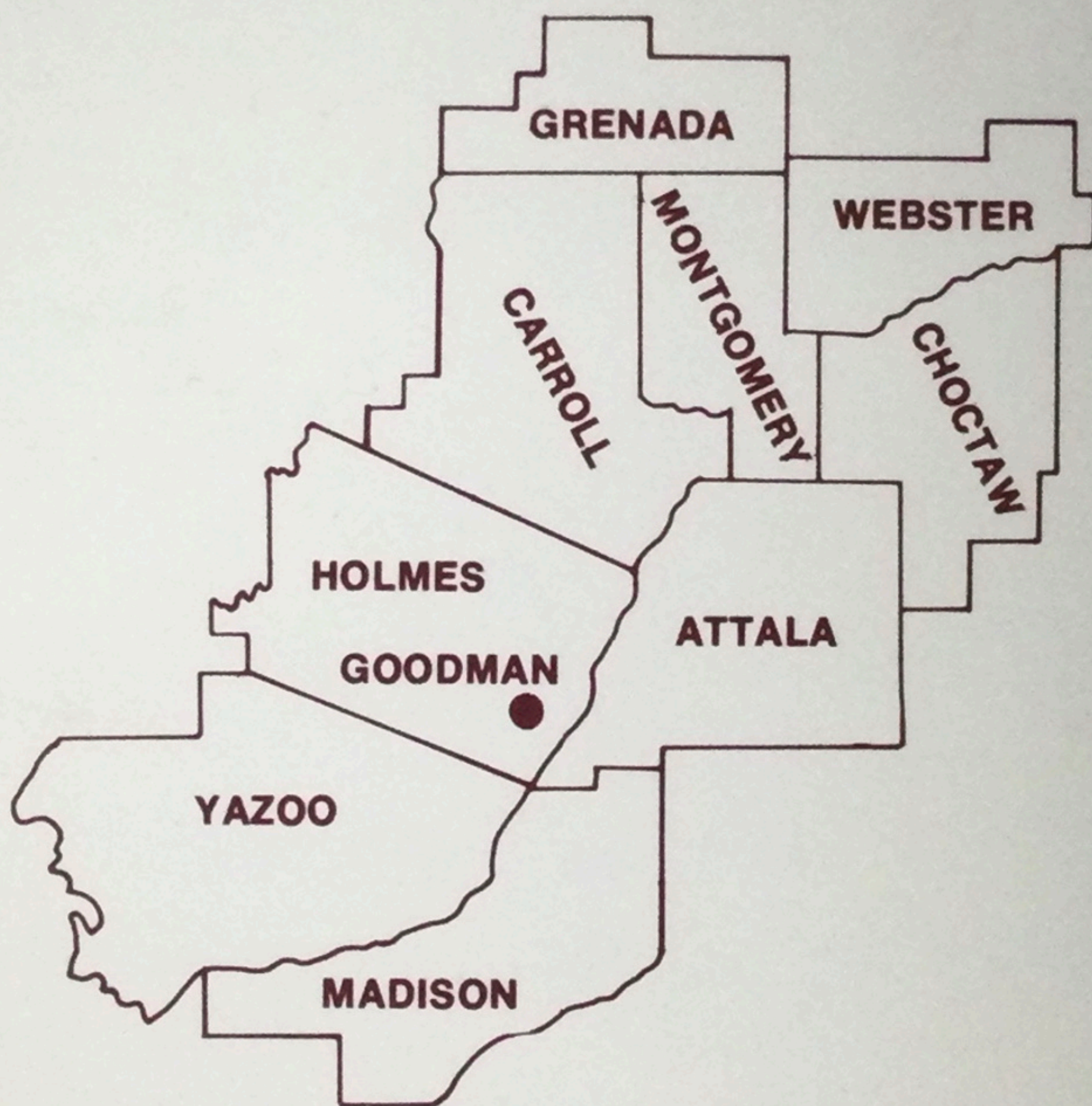


# *HOLMES JUNIOR COLLEGE*



*1981-1982  
Bulletin*



The information contained herein is official as of November 1, 1980. The College reserves the right at any time to make changes deemed advisable in the regulations, fees, and/or other charges, curricula and course offerings.

Holmes Junior College adheres to the principle of equal educational and employment opportunity without regard to race, sex, color, creed, or national origin.



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Vol. 56

1981

No. 1

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## BULLETIN

### HOLMES JUNIOR COLLEGE



Seventieth Session  
Begins Monday, August 24, 1981

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*Education Is Training For Complete Living*

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**ACCREDITATIONS AND MEMBERSHIPS**

Mississippi State Department of Education  
Southern Association of Colleges and Secondary Schools  
Mississippi Junior College Literary and Athletic Association  
American Association of Junior Colleges  
Mississippi Association of Colleges



**BOARD OF TRUSTEES**

W. R. Applewhite, President .....	Winona
Carl Cooper, Vice President .....	Grenada
Henry B. McClellan, Secretary, (Non-Board Member) ...	Goodman
John C. Williams, Jr. ....	Canton
Malcolm Bennett .....	Carrollton
Dr. Paul Brumby .....	Lexington
W. Godfrey Campbell .....	Carrollton
William Dean .....	Lexington
Frank Eakin .....	Thornton
J. C. Foster .....	Kosciusko
N. C. Hathorn .....	Durant
Wade D. Henson .....	Weir
Egbert J. Hines, Jr. ....	Tchula
John Clark Love, Sr. ....	Kosciusko
Carl A. Ray .....	Eupora
M. C. Mansell .....	Camden
D. P. McGowan, Jr. ....	Yazoo City
Marion Ousley .....	Goodman
Ty A. Cobb .....	Ackerman
Charles C. Perry .....	Grenada
J. A. Peyton .....	Yazoo City
M. D. Smith .....	Eupora
M. F. Surles .....	Kilmichael



## HOLMES JUNIOR COLLEGE

**BOARDS OF SUPERVISORS  
1981****ATTALA COUNTY**

Emmett McCrory  
David Fancher  
Robert Ellard  
Alvin McCrory  
Colon Belk

**CARROLL COUNTY**

Freddy Mullen  
Gordan Beckwith  
Don Corley  
Dan Downs  
Vernon Welch

**CHOCTAW COUNTY**

Delayon Jenkins  
Joe F. Brooks  
Olen D. McPherson  
Q. L. Ray  
J. L. Long

**GRENADA COUNTY**

Homer D. Trussell  
Don Tartt  
Robert C. Burke, Jr.  
James P. Tartt  
Fred Carver

**HOLMES COUNTY**

B. T. Taylor  
Howard Bailey  
Doug Green  
Anthony McMullen  
James R. Johnson

**MADISON COUNTY**

Amos Dowdle, Jr.  
A. E. Crawford  
J. S. Harris, Jr.  
Pat H. Luckett, Jr.  
E. D. Mansell

**MONTGOMERY COUNTY**

Benson Branch  
Percy Parker  
C. F. Abel  
F. Wesley Weed, Jr.  
Lenis Pearson

**WEBSTER COUNTY**

Womack Henley  
Dean Hall, Jr.  
J. A. Knight  
James B. Dean  
J. M. Crowley

**YAZOO COUNTY**

Bobby Ray Ragland  
Raiford G. Martin  
Sam Fisher, Jr.  
Herman Leach  
A. B. Hogue



**CALENDAR 1981-82****SUMMER 1981**

June 1, Monday (8:00 a.m.) .....Registration for first term.  
June 22, Monday (8:00 a.m.) .....Registration for second term.  
July 13, Monday (8:00 a.m.) .....Registration for third term.  
July 31, Friday (12:00 noon) .....Summer school ends.

**FALL 1981**

August 20, 21 .....Faculty meetings.  
August 23 (2:00 p.m.) .....Dormitories open.  
August 24 (8:00 a.m.) .....Orientation and registration.  
August 25 .....Classes begin.  
August 31 .....Last day for registration and adding courses.  
September 7 .....Labor Day holiday.  
October 16 .....Mid-semester grades and vocational registration.  
October 19 .....Last day for dropping a course without  
receiving a grade and vocational registration.  
October 19, 20, 21 .....Religious Emphasis Week.  
November 25-27 .....Thanksgiving holidays.  
December 15-18 .....Final examinations.  
December 15 (8:20 a.m.) .....Graduating sophomore grades due.  
December 19 (8:20 a.m.) .....Final grades due.

**SPRING 1982**

January 11 (8:00 a.m.) .....Registration.  
January 12 .....Classes begin.  
January 18 .....Last day for registration and adding courses.  
March 5 .....Mid-semester grades and vocational registration.  
March 8-12 .....Spring holidays.  
March 15 .....Last day for dropping a course without  
receiving a grade and vocational registration.  
May 10-13 .....Final examinations.  
May 10 (8:20 a.m.) .....Graduating sophomore grades due.  
May 14 (8:20 a.m.) .....Final grades due.  
May 16 (3:00 p.m.) .....Graduation.



## HOLMES JUNIOR COLLEGE

1981

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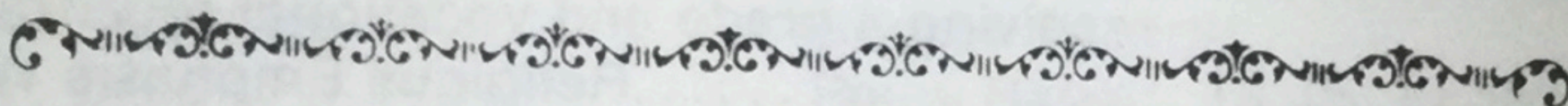
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**OFFICERS OF ADMINISTRATION**

M. R. Thorne .....	President
Richard Newton .....	Academic Dean
Henry B. McClellan, Jr. ....	Assistant to the President, Business Manager
William H. Bunch, Jr. ....	Registrar
W. E. Richardson .....	Director of Admissions
Thomas L. Davis, Jr. ....	Director of Continuing Education
Wirt Hayes .....	Director of Financial Aid
Danny O'da Williams .....	Director of Student Services
Bennie E. Kimble .....	Athletic Director
Robert E. Irby, Jr. ....	Vocational-Technical Director
Charles Shaw .....	Assistant Vocational-Technical Director
John White .....	Assistant Vocational-Technical Director
Jack Holmes .....	Supervisor, Kosciusko Skill Center
Quinby Morgan .....	Director of Maintenance



## HOLMES JUNIOR COLLEGE

## PROFESSIONAL STAFF

- Mollie Blackmon  
B.S., Jackson State University  
M.S., Jackson State University  
Guidance Counselor
- Kay Boggan  
B.S., University of Southern Mississippi  
Additional Study: Delta State University  
Assistant Librarian
- Eloise Burden  
Holmes Junior College  
Assistant to Business Manager
- Paul Byars  
Vocational-Technical Guidance Counselor  
B.S., University of Southern Mississippi  
M.Ed., Mississippi State University  
Additional Study: Mississippi State University
- Steve Caldwell  
Programmer and Data Processing Manager  
A.A.S., Holmes Junior College  
Additional Study: Delta State University  
IBM (Houston, Texas), Sperry-Univac (Houston, Texas;  
Atlanta, Georgia)
- Eugenia Collins  
Librarian  
B.S., Mississippi State University  
M.Ed., Mississippi State University
- Rita Davis  
Assistant to Academic Dean  
and Veterans' Programs  
B.S., University of Southern Mississippi  
M.Ed., Mississippi State University
- Lynda Irby  
Director of Publicity  
B.S., Mississippi State University  
M.Ed., Mississippi State University  
Additional Study: Mississippi State University
- Margaret Johnson  
Coordinator Vocational Individualized  
Development System (VIDS) Center  
B.M.E., Delta State University  
M.Ed., Mississippi College  
Additional Study: Mississippi State University,  
Mississippi University for Women
- Rex Keeton  
Coordinator Related Occupation Instruction,  
Kosciusko Skill Center  
B.S.E., Delta State University  
M.Ed., University of Southern Mississippi



Robert Spight Counselor, Koscuisko Skill Center  
 B.S., Mississippi Valley State University  
 M.A., Mississippi State University  
 Additional Study: Mississippi State University

## FACULTY

Clarkie Adams Vocational Individualized Development  
 System (VIDS) Center  
 B.S., University of Texas  
 M.Ed., West Texas State University  
 Additional Study: University of Tennessee

Joe A. Adams Industrial Education  
 B.S., Mississippi State University  
 M.Ed., Mississippi State University  
 Ed.S., Mississippi State University  
 Additional Study: Mississippi State University

Jeannette Alexander Clerical Sales Cashier Instructor  
 (PSE), Kosciusko Skill Center  
 B.S., Mississippi State University  
 M.Ed., Mississippi State University

Brenda Alford Vocational Individualized  
 Development System (VIDS) Center  
 B.S., Mississippi State University  
 Additional Study: Mississippi State University

Pat Alford Building and Construction  
 B.S., Northeast Louisiana University  
 M.Ed., Mississippi State University

Robert L. Arnett Electronic Servicing  
 Clarke College, University of Southern Mississippi,  
 Mississippi State University, HJC Extension

Irvin Bingham Metal Fabrication,  
 Kosciusko Skill Center  
 University of Maryland  
 University of Kansas

Johnny Blackstock Welding, Kosciusko Skill Center  
 Mississippi State University

Luther Boggan Mathematics  
 B.S., University of Southern Mississippi  
 M.S., University of Southern Mississippi  
 Additional Study: Delta State University,  
 University of Mississippi



## HOLMES JUNIOR COLLEGE

Bobbie Brewer  
 R.N., Grenada Hospital School of Nursing  
 Additional Study: University of Southern Mississippi  
 Practical Nursing

Sam P. Brown  
 B.A., University of Southern Mississippi  
 M.A., University of Southern Mississippi  
 Additional Study: University of Southern Mississippi,  
 University of Mississippi  
 History and Political Science

Wilbur Brunt  
 Heavy Equipment Operator,  
 Kosciusko Skill Center  
 University of Southern Mississippi  
 Mississippi State University

Linda Bunch  
 B.S., Mississippi College  
 M.A., Mississippi College  
 Additional Study: Mississippi State University,  
 Delta State University  
 English

James L. Burrell  
 A.A., Holmes Junior College  
 B.S., Mississippi State University  
 Additional Study: University of Southern Mississippi,  
 Mississippi State University  
 Welding

Howard Butler  
 B.A., Louisiana State University  
 M.A., Louisiana State University  
 Ed.S., Mississippi State University  
 Ph.D., Mississippi State University  
 History

Cheryl Carr  
 A.A., Holmes Junior College  
 B.S.E., Delta State University  
 M.Ed., Delta State University  
 Additional Study: Delta State University  
 Business and Office

Terry Carr  
 A.A., Holmes Junior College  
 Additional Study: Delta State University,  
 Jackson State University,  
 IBM (Jackson, Mississippi and Houston and Dallas, Texas),  
 University of Southern Mississippi  
 Data Processing

Richard Wayne Carter  
 B.M.E., University of Montevallo  
 M.C.M., New Orleans Baptist Theological Seminary  
 Voice and Choir



- Cecil Chambliss, Jr. Botany and Microbiology  
B.S., University of Southern Mississippi  
M.S., University of Southern Mississippi  
Additional Study: University of Southern Mississippi
- Thomas T. Chisholm French, German, and Organ  
B.A., University of Mississippi  
M.A., University of Texas  
Additional Study: Louisiana State University,  
University of Texas, University of Strasbourg,  
La Sorbonne, Goethe Institute—Blaubeuren
- Betty Lou Clark Practical Nursing  
A.D.R.N., Meridian Junior College and Mattie Hersey  
School of Nursing  
Additional Study: Mississippi State University
- Christine Covington Accounting  
B.A., Millsaps College  
M.B.E., University of Mississippi  
Ed.S., Mississippi State University  
Additional Study: Mississippi State University
- Margaret Cummings Practical Nursing  
R.N., Baylor University School of Nursing  
Additional Study: Carson-Newman College, University of South-  
ern Mississippi, Southwestern Baptist Theological Seminary,  
University of Utah
- Judy Draper Home Economics  
B.S., Mississippi State University  
Additional Study: Mississippi State University
- Woodson Earle Mathematics  
B.S., Delta State University  
M.S., University of Mississippi  
Additional Study: University of Alabama,  
University of Mississippi, Mississippi State University,  
Delta State University
- Lou L. Ferguson Child Care  
B.S., University of Arkansas  
M.Ed., Mississippi College
- Reba Gill English  
B.S., University of Southern Mississippi  
M.A., University of Southwestern Louisiana  
Additional Study: University of Southern Mississippi,  
Delta State University



## HOLMES JUNIOR COLLEGE

- Chris Haley  
B.S., University of Southern Mississippi  
M.Ed., Mississippi State University  
Drafting and Design
- Josephine Haley  
B.S., University of Southern Mississippi  
M.A., University of Southern Mississippi  
Additional Study: Mississippi State University,  
University of Mississippi  
English
- William Henson  
B.A., Millsaps College  
B.D., Emory University  
M.Ed., Mississippi State University  
Additional Study: Mississippi State University  
Psychology
- Cheryl Hicks  
A.A., East Central Junior College  
B.S., Mississippi State University  
M.Ed., Mississippi State University  
Chemistry
- James L. Hodge  
Holmes Junior College  
Commercial Truck Driving
- Lonzo Horne  
Mississippi State University  
University of Southern Mississippi  
Mississippi Valley State University  
Auto Body and Fender Repair
- James Hudgins  
B.S., Mississippi State University  
Additional Study: Mississippi State University  
Commercial Truck Driving
- Linda Hutchison  
Holmes Junior College  
Additional Study: Mississippi State University,  
University of Mississippi, University of Southern  
Mississippi, Alexander City State Junior College,  
Auburn University  
Cosmetology
- Ann Irby  
B.M., Belhaven College  
M.M.Ed., Mississippi State University  
Additional Study: University of Arkansas,  
Mississippi State University  
Piano
- Doris Jackson  
B.S., Dillard University  
M.N., University of Mississippi  
Practical Nursing



- David Jones Remedial Education, Kosciusko Skill Center  
B.S., Mississippi State University  
M.S., Mississippi State University  
Additional Study: Mississippi State University
- William Journey Building Construction,  
Kosciusko Skill Center  
B.S., Jackson State University
- Kaye Keeton Child Care  
B.S., Mississippi College  
M.Ed., Mississippi College
- Madison Erbie Kelly Residential and Light  
Industrial Electricity  
East Central Junior College
- A. J. Kilpatrick Head Football Coach  
B.S., University of Southern Mississippi  
M.A., Mississippi College
- Jo Kimble Mathematics  
B.S., University of Southern Mississippi  
M.Ed., Delta State University
- Ronald King Aide, Kosciusko Skill Center  
Residential and Light Industrial Electricity Course
- Robert W. Kitchin Physics  
B.S., Mississippi State University  
Ph.D., Mississippi State University
- Michael R. Levanway Art  
B.A., University of Mississippi  
M.A., Mississippi College
- Dale Lewis Vocational Individualized Development  
System (VIDS) Center  
B.S., Mississippi State University  
M.Ed., Mississippi State University
- Jerry L. McKibben Refrigeration and Air-Conditioning  
Hinds Junior College, Northeast Junior College,  
Mississippi State University, University of Southern Mississippi,  
Mississippi Valley State University, U. S. Air Force
- Donna McLellan LPN Developmental Education,  
Kosciusko Skill Center  
B.S., Mississippi State University



## HOLMES JUNIOR COLLEGE

- James Mahoney Radio and Television Broadcasting  
 B.A., University of North Carolina  
 M.S., Syracuse University  
 Additional Study: Mississippi State University
- R.C. Mason Machine Shop  
 University of Tennessee at Oak Ridge  
 Mississippi State University
- Dyan Melton Cosmetology  
 Holmes Junior College, Greenwood Beauty College  
 Additional Study: Mississippi State University, University  
 of Mississippi, Alexander City State Junior College,  
 Auburn University
- W. A. Miles Drafting and Design  
 B.S., Mississippi State University  
 M.Ed., Mississippi State University  
 Additional Study: Mississippi State University
- Dwight Myrick Auto Mechanics  
 B.S., Mississippi State University  
 Additional Study: Ford Motor Company Training Center and  
 General Motors Company Training Center, Memphis, Tennessee
- Bobby Page Agricultural Mechanics  
 Mississippi State University  
 International Harvester Training Seminars in  
 Memphis, Tennessee and Tifton, Georgia  
 Vocational Instructors Workshop  
 Automotive Training Institute
- Robert Pool Assistant Football Coach  
 B.S., University of Mississippi  
 M.Ed., University of Mississippi
- Sue Power English  
 B.S., Mississippi University for Women  
 M.A., Mississippi State University  
 Additional Study: Mississippi State University,  
 University of Mississippi
- Barbara Pritchard Practical Nursing  
 Diploma R.N., Methodist Hospital, Memphis, Tennessee  
 Additional Study: University of Southern Mississippi
- Lula Randle Practical Nursing  
 A.D.R.N., Mississippi Delta Junior College  
 Additional Study: University of Southern Mississippi



- Janice Richardson Business and Office  
B.S., Mississippi State University  
M.Ed., Mississippi College
- Jimmy Rigby Auto Mechanics  
General Motors Training School  
Mississippi State University  
University of Southern Mississippi  
Automotive Training Institute
- Homer Robertson Basic Education Instructor, (PSE),  
Kosciusko Skill Center  
B.S., Delta State University  
Additional Study: Mississippi State University
- Richard Sechler Vocational Individualized Development  
System (VIDS) Center  
B.S., University of Tennessee-Martin  
M.Ed., Alabama A and M University  
Additional Study: University of Alabama-Huntsville,  
Mississippi State University
- Richard A. Sims Zoology  
B.S., Mississippi State University  
M.S., Mississippi State University
- Robert Skelton Auto Mechanics,  
Kosciusko Skill Center  
General Motors Parts School, Memphis, Tennessee  
Mississippi State University  
Ford Motor Company Automotive School, Memphis, Tennessee
- Sheila Sullivan Women's Basketball Coach  
B.S., University of Mississippi  
M.Ed., University of Mississippi
- Reggie Surles Assistant Football Coach,  
Baseball Coach  
B.S., Delta State University  
Additional Study: Delta State University
- Wayne Taylor Welding  
Holmes Junior College  
Mississippi State University
- Dorothy Thomas Health and Physical Education  
B.S., Delta State University  
M.A., University of Southern Mississippi  
Additional Study: University of Southern Mississippi



James G. Williams

B.S., Mississippi State University

M.A.T., Mississippi State University

Additional Study: Mississippi State University

History and Sociology

Julia Williams

B.S., Mississippi University for Women

M.Ed., Mississippi State University

Additional Study: Mississippi University for Women,  
Mississippi State University

Reading

Sally Wilson

B.S., Belhaven College

M.A., University of Mississippi

M.B.E., University of Mississippi

Additional Study: University of Alabama,  
Mississippi State University

Business and Office

David W. Young

B.M.E., Delta State University

M.Ed., Mississippi State University

Additional Study: Mississippi State University,  
University of Southern Mississippi, New Orleans

Baptist Theological Seminary,

University of Wisconsin, University of Mississippi

Instrumental Music

## COMMITTEES OF THE FACULTY

The faculty is organized into the following standing committees:

Admissions

Curriculum

Student Affairs

Library

Discipline

Athletic

Absence



## NON-INSTRUCTIONAL STAFF

Jodi Ainsworth	PSE Secretary, Kosciusko Skill Center
Pearl Booth	Assistant Maintenance Engineer
Ray Bridges	Baptist Student Union Advisor
Elbert Burrell	Campus Security Officer
Hazel Cockroft	Secretary, Kosciusko Skill Center
John L. Crayton	Campus Security Officer
Eva Dickerson	Secretary, Registrar's Office
Ying Gong	Wesley Foundation Advisor
Wautana Green	Dormitory Hostess, Grenada Hall
Virginia Jones	Secretary, Financial Aid Office
Evon Lepard	Supervisor, Vehicle Maintenance & Repair
James McDonald	Campus Security Officer
Helen McKibben	Manager of Bookstore
Alice Mason	Secretary, Registrar's Office
Sharon Mullins	Secretary, Campus, KSC
Melanie Myrick	Secretary, Business Office
Rosemarie Poynor	Receptionist and Switchboard Operator
Oleane Shields	Dormitory Hostess, Yazoo Hall
H. H. Spell	Assistant Maintenance Engineer
V. D. Spell	Maintenance Engineer
Vuna Summerlin	Manager of Recreation Center
James Terry	Campus Security Officer
Aline Thorne	Secretary, Learning Resource Center
Ruth Thweatt	Campus Bookkeeper, MDTA-CETA
Margaret Webb	Secretary, Library
Mary Wilkie	School Nurse
Peggy Williams	Secretary, Vocational-Technical Education
Emily Young	Secretary to the President



# HOLMES JUNIOR COLLEGE

## GENERAL INFORMATION

### LOCATION

Holmes Junior College is located at Goodman, Mississippi, in the eastern part of Holmes County. The town and college, located on Highway 51 eight miles south of Durant, can be reached by means of Southern Trailways Bus Lines. This location is especially convenient to students from Attala, Carroll, Choctaw, Grenada, Holmes, Madison, Montgomery, Webster, and Yazoo Counties.

Goodman, though a small town, is well suited as the location for a junior college. Its people are proud of the school and accord its students a most cordial welcome. Through the churches — Baptist, Methodist, and Presbyterian — a special effort is made to serve the students of the college and to make them feel at home.

### HISTORY

Holmes Junior College evolved from Holmes County Agricultural High School which had its beginnings in 1911, when the town of Goodman provided forty acres of land and the Board of Trustees bought forty-two acres of land on the west side of Goodman, Mississippi, and established Holmes County Agricultural High School.

In 1922 the state legislature made it legal for the agricultural high schools to add two years of college work. In 1925-26 school session the first year of college work was added, and in 1928-29 school session the second year was added making the school a full-fledged junior college and eligible to award the Associate of Arts degree.

The support of the college has expanded from the original county of Holmes to include Carroll, Attala, Madison, Choctaw, Montgomery, Grenada, Webster, and Yazoo counties. The state through legislative appropriations, has assumed an increasing responsibility for the support of junior colleges in Mississippi. Thus, through district and state cooperation Holmes Junior College has built a plant with a replacement value of at least twelve million dollars and has come to take its place among the best junior colleges in the state system.



## PURPOSE

Holmes Junior College has as its general purpose to provide a two-year program of studies which will serve the educational needs of this area at a minimum cost to the student.

To meet these needs, the specific aims of the college are as follows:

1. To make available to students high quality education parallel to the first two years of senior college or university work in as many fields as is practical.
2. To offer vocational and technical courses in a variety of areas and to provide as rapidly as possible other courses for which there is sufficient student demand and industrial need.
3. To provide personal, academic, and occupational guidance which will assist individual students in discovering their abilities, aptitudes, and interests; in making adequate adjustments to college life; and in obtaining information necessary to furthering their educational or occupational careers.
4. To provide an environment which is conducive to serious study and which will encourage student responsibility, leadership, and logical thinking.
5. To provide leadership in curricular and extracurricular activities which will promote intellectual, cultural, social, spiritual, and physical development of the student.
6. To provide courses for adults (credit or non-credit) for personal enrichment or professional improvement.
7. To cooperate with the college district in furnishing facilities and activities which will be of benefit to the surrounding area.

## SCHOOL PLANT

The campus of Holmes Junior College, beautifully landscaped with trees and shrubs, is located on the highest peak in the area of about twenty-five square miles. The plant has grown from the three original buildings to fifty-six buildings.



Holmes Junior College owns a total of three hundred and five acres of land. The campus is composed of one hundred ninety-six acres. The primary buildings are as follows: Administration, Coliseum, Science and Mathematics, Fine Arts, Business, Vocational-Technical, Industrial Education, Dispensary and Campus Security, Home Economics, Library, Guidance, Child Care, Student Center, Learning Resource Center, Cafeteria, Gymnasium, Fieldhouse, Warehouse and Garage, Yazoo Hall, Choctaw Hall, Attala Hall, Grenada Hall, Webster Hall, M. C. McDaniel Building, Motel Hall, President's Home, and twenty-five faculty residences. A lighted football stadium with a track around it, a baseball field, six tennis courts, and a six-acre lake complete the facilities on the campus.

### DESCRIPTION OF BUILDINGS

The **Administration Building** was originally constructed in 1961. This building was formerly the McMorrough Library, and in 1977 was renovated for the use of all administrative offices.

The **Frank B. Branch Coliseum**, completed in 1973, is completely air-conditioned. It contains offices and classrooms for the band and physical education departments. It also contains athletic visiting quarters and dressing rooms for both boys and girls basketball. The gymnasium-auditorium has a seating capacity of 2,600.

The **M. C. McDaniel Building** was originally constructed in 1918. An auditorium was added in 1930, which has a seating capacity of five hundred and sixty. The first floor of the building was renovated in 1967 and again in 1977. Located on this floor and the ground floor are offices and classrooms for reading, psychology, economics, history, and government. The third floor was completely renovated and air-conditioned in 1971 and has offices and classrooms for the English department.

The **Science and Mathematics Building**, completed in 1971, is completely air-conditioned. It contains both classroom and laboratory facilities for chemistry, botany, zoology, physics, and mathematics. It has an auditorium with a seating capacity of 96, faculty offices, lounge, workroom, and greenhouse.

The **Montgomery Fine Arts Building**, completed in 1965, is completely air-conditioned and accommodates music, art, speech, drama, and foreign language. There is an auditorium with a seating capacity of 246.



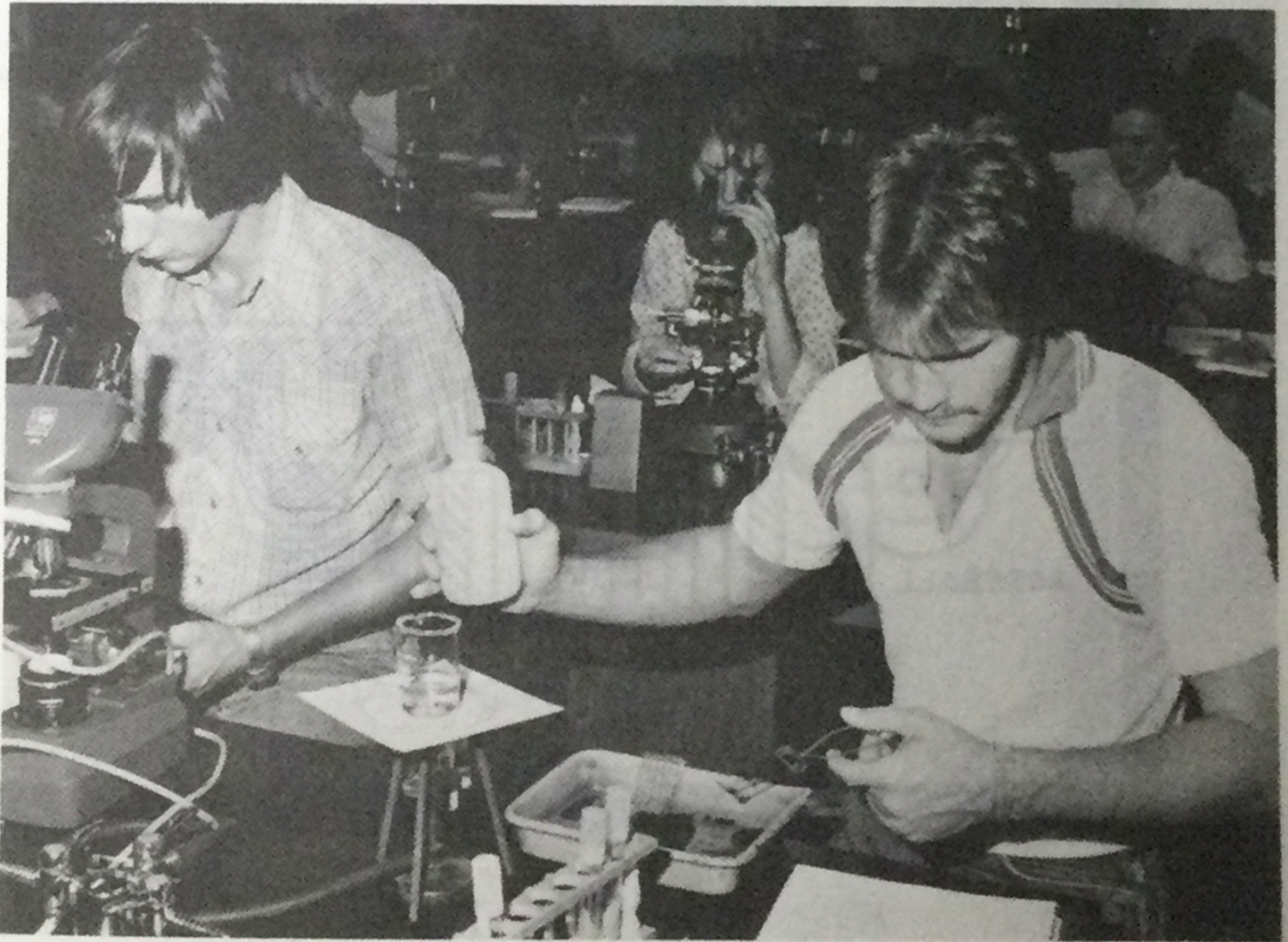
The **Business Building**, erected in 1967, is completely air-conditioned and houses the data processing department and the business and secretarial classrooms, faculty offices and faculty lounge.

The **Vocational-Technical Building**, completed in 1966, houses cosmetology, electronic servicing, auto mechanics, machine shop, refrigeration and air conditioning, building construction technology, and drafting technology. A new annex was completed in 1975 which includes a library, offices, classrooms, drafting laboratory, and the auto body repair shop. A new addition was completed in 1978 and houses the agricultural mechanics and welding shops.

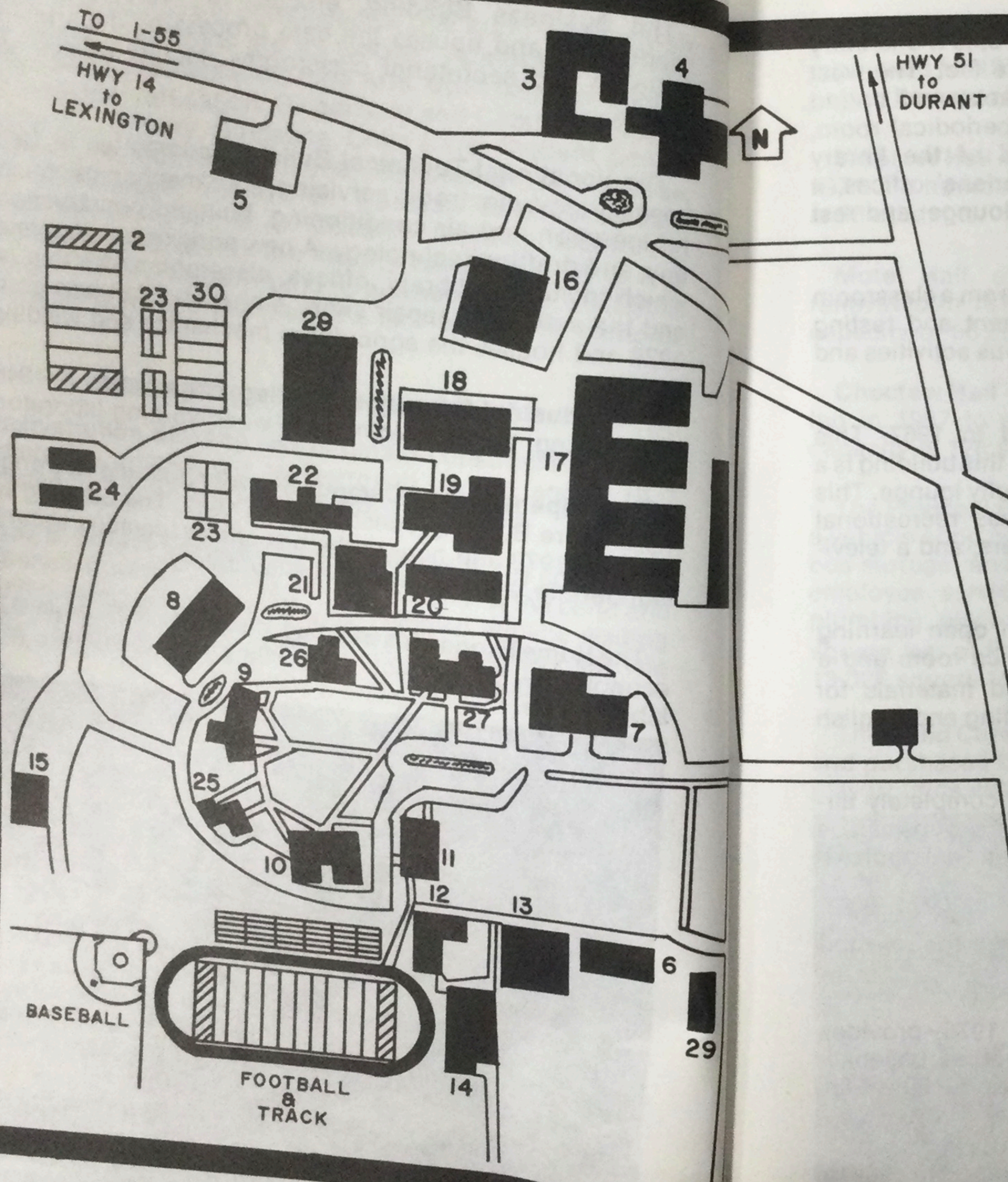
The **Industrial Education Building**, constructed in 1946, houses the drawing, metal, welding, and woodworking laboratories.

The **Dispensary and Campus Security Building** was originally the Agriculture Building constructed in 1931. The building was renovated in 1979 and houses the dispensary, campus security office, launderette, and arts and crafts laboratory.

The **Home Economics Building**, erected in 1931, houses the home economics department, consisting of clothing and food laboratories.







## LEGEND

1. PRESIDENT'S HOME
2. INTRAMURAL FIELD
3. ATTALA HALL
4. CHOCTAW HALL
5. CHILD CARE CENTER
6. MOTEL HALL
7. McMORROUGH LIBRARY
8. YAZOO HALL
9. WEBSTER HALL
10. GRENADA HALL
11. ADMINISTRATION BLDG.
12. GUIDANCE SERVICES
13. GYMNASIUM
14. CARROLL CAFETERIA
15. A.A. DERRICK, JR. FIELD HOUSE
16. SCIENCE & MATH BUILDING
17. VO-TECH CENTER
18. BUSINESS BUILDING
19. FINE ARTS BUILDING
20. LEARNING RESOURCE CENTER
21. LORANCE STUDENT CENTER
22. INDUSTRIAL ED. COMPLEX
23. TENNIS COURTS
24. MAINTENANCE BUILDINGS
25. HOME ECONOMICS BUILDING
26. DISPENSARY & CMPS. SECURITY
27. M.C. McDANIEL BUILDING
28. FRANK B. BRANCH COLISEUM
29. START-UP TRAINING BLDG.
30. BAND PRACTICE FIELD

MAP  
of  
HOLMES JR. COLLEGE

HWY 51  
to  
JACKSON



The **McMorrough Library**, completed in late 1975, is a one-story brick building with a floor space of 44,000 square feet. The west two-thirds of the building contains the book stacks and bound magazines, a spacious reading and study area, periodical room, typing and listening rooms. The east one-third of the library contains the educational media center, the librarians' offices, a double classroom, the Mississippi Room, a staff lounge, and rest rooms.

The **Guidance Services Building** was converted from a classroom facility in 1977. It houses the guidance department and testing center. The building also contains space for religious activities and offices.

The **Lorance Student Center** was completed in 1967. This building is the center of student activity. Located in this building is a snack bar, campus post office, book store, and faculty lounge. This building was renovated in 1978 and also houses recreational facilities including pool, ping-pong, chess, checkers, and a television lounge.

The **Learning Resource Center** consists of an open learning laboratory with a coordinator's office, a conference room and a classroom. This building houses equipment and materials for individualized study in the skill areas of math, reading and English for all vocational and technical students.

**Carroll Cafeteria** was completed in 1963. It is completely air-conditioned and has a seating capacity of 380. Small groups can be accommodated in the private dining room which can seat approximately 50 people.

The **Gymnasium** was built in 1951. It is now used for selected physical education classes and intramural sports.

The **A. A. Derrick Field House**, completed in 1975, provides dressing rooms, storage, and laundry facilities for football, baseball, and track. It also contains modern, well-equipped facilities for visiting teams.

**Yazoo Hall** is a girls' dormitory which was constructed in 1968. It is completely air-conditioned and has a capacity of 104 students.

**Attala Hall** is a two-story boys' dormitory constructed in 1972. The rooms are constructed in groups of four. It contains a spacious lounge and faculty apartment.



**Grenada Hall** is a girls' dormitory which was built in 1920 and renovated in 1971. It is now completely air-conditioned and carpeted. Its capacity is 97 students.

**Webster Hall** is a girls' dormitory erected in 1920 and renovated in 1971. It is now completely air-conditioned and carpeted. Its capacity is 58 students.

**Motel Hall**, a boys' dormitory, was completed in 1962 and renovated in 1971. It is now completely air-conditioned and has a capacity of 68 students.

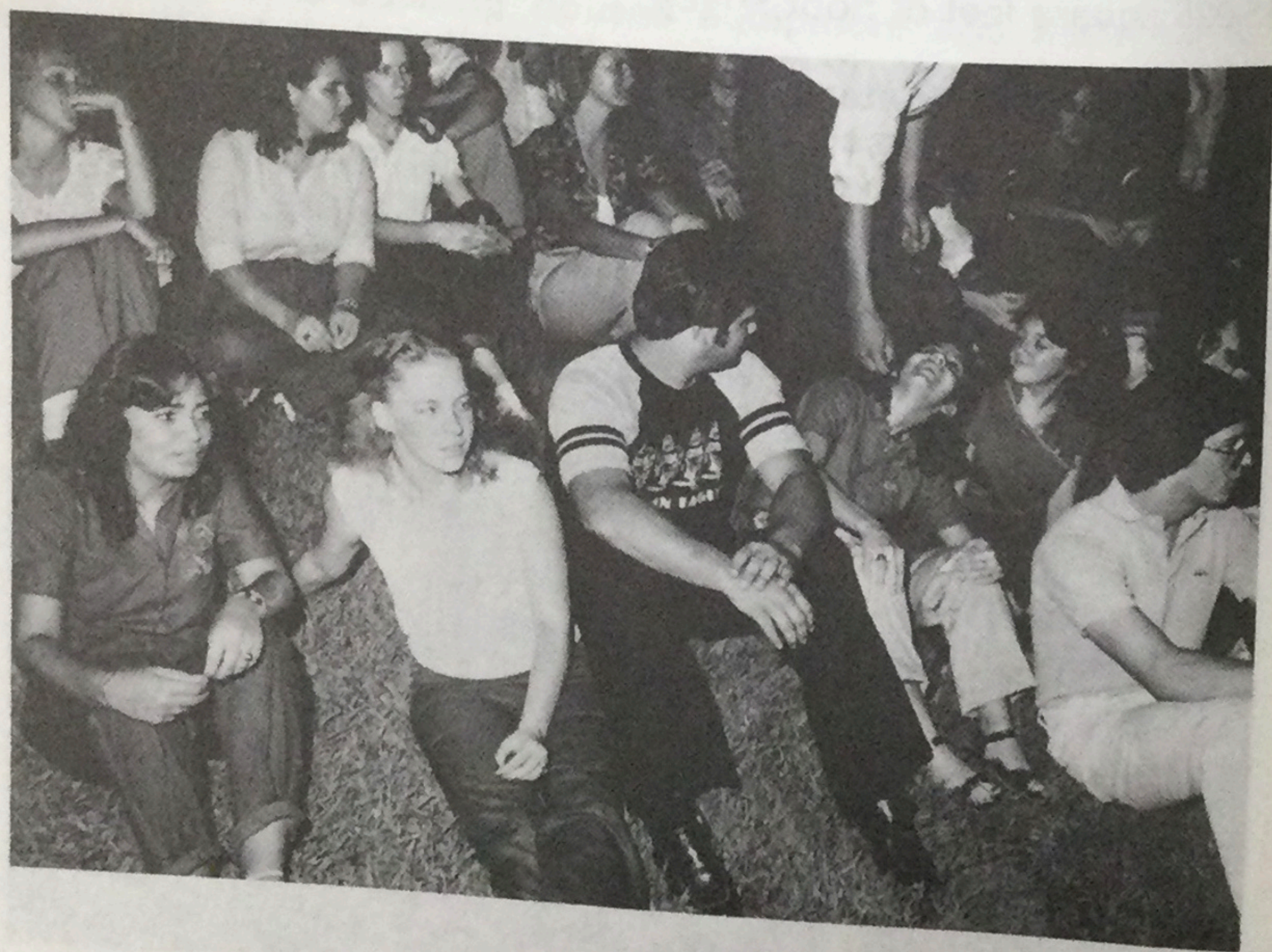
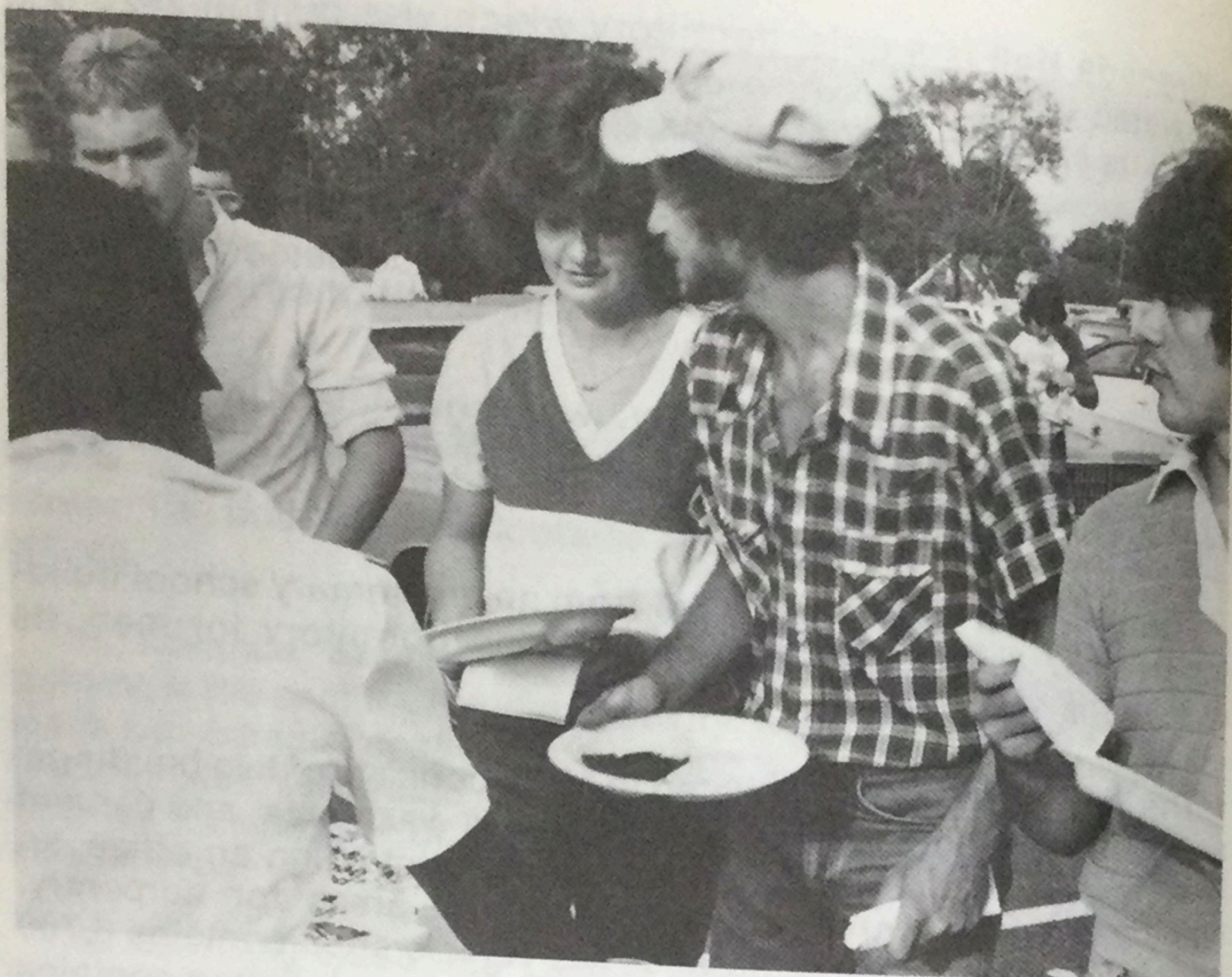
**Choctaw Hall** was constructed from an elementary school building in 1967 to a modern air-conditioned dormitory for men. Its capacity is 128 students.

The **Physical Plant**, completed in 1975, consists of two buildings: a vehicle shop containing a service area, a wash area, and car and bus storage; and a maintenance building containing an office, an employee service area, paint rooms, and areas for carpentry, plumbing, electrical and storage. The vehicle shop contains 6,750 square feet of floor space, and the maintenance building contains 13,025 square feet of floor space.

The **Child Care Center** was originally the Greenfield's Restaurant and purchased by the college in 1977 and renovated with adjacent playgrounds established for a Child Care Technology Program.









# ADMISSION AND REQUIREMENTS

## ACADEMIC AND TECHNICAL (Entering Freshman)

**High School Preparation.** (1) A student must have graduated from a high school fully accredited by the Mississippi State Department of Education, Mississippi Private School Association, or the regional accreditation association, or (2) must have taken the GED test and earned the minimum scores required for the Mississippi High School Equivalency Certificate, or (3) must have earned fifteen academic units from a high school that meets the accreditation standard listed above. The fifteen units must include three units of English, two of mathematics, one of science, one-half of civics, one-half of government, one-half of Mississippi History, and one of American History. Physical education and other non-academic units will not be counted toward the fifteen units.

**Test Scores.** All applicants for academic and technical programs must take the American College Test. No minimum score is required; however, students with scores of 12 or below may be required to take one or more developmental courses at the discretion of their faculty advisor. (The ACT requirement is waived for applicants who last attended high school ten (10) or more years ago or who have earned a bachelor's degree from an accredited institution.)

**Probationary Admission.** Students who wish to enroll in an academic or technical curriculum with ACT scores of 9 or below shall be admitted on probation. They are required to earn at least nine semester hours and eighteen quality points their first semester of full time attendance. Failure to meet these minimum requirements shall result in the student being referred to the Academic Probation Committee. The Committee is authorized to take whatever disposition, including suspension or dismissal, they consider to be in the best interest of the student and the college.

Academic students with ACT scores of 9 or below are required to enroll in the Academic Foundations Courses their first semester. This curriculum consists of:

ENG 1103	.....	Developmental English I
MATH 3	.....	Faculty recommendation based on placement tests and student's major
REA 1102	.....	Developmental Reading I
EDU 1311	.....	Orientation
Elective(s)	.....	Student's Choice
Total		12 to 14 Semester Hours



## HOLMES JUNIOR COLLEGE

**VOCATIONAL**  
(For all except Practical Nursing)

**High School Preparation.** (1) A student must have attained the equivalent of a tenth grade education ( 8 units) at a fully accredited high school, or (2) must have taken the GED test and earned the minimum scores required for tenth grade equivalency as set by the State Department of Education.

**Age.** Applicants who are not high school graduates must be 18 years of age.

**Deposits.** Applicants must deposit \$30.00 to reserve a place in a vocational class. This deposit is non-refundable but will apply toward student fees. It is valid only thru the first day of registration.

**Tests.** Applicants may be required to take various aptitude and placement tests at the discretion of the vocational department.

**Special Requirements for Cosmetology Students.** Two health certificates must be filled out and signed by a doctor within one month of entrance. An interview with the instructor must be completed prior to admission.

**TRANSFER STUDENTS**

A transfer student is defined as one who has hours attempted on his permanent record at another institution. In addition to meeting the same admission requirements as an entering freshman, a transfer student must have an official transcript sent from each institution previously attended.

Transfer students who are on academic probation or suspension at their last institution may be admitted to Holmes on probation. Students who are on disciplinary probation or suspension must petition the Admissions Committee for a special hearing.

A student who has successfully completed one semester (passed 12 semester hours and earned 24 quality points) shall be admitted in regular standing without regard to his ACT score.

**Place of Residence.** Holmes Junior College is supported by a nine-county district in central Mississippi. Normally, only residents from this nine-county district are accepted as students. However, a limited number of out-of-district students may be admitted by special action of the Admissions Committee.



**Non-Accredited High School.** Students who attended a high school not fully accredited by the Mississippi State Department of Education, the Mississippi Private School Association, or a regional accreditation association may petition the Admissions Committee for special consideration. Factors that may be considered are high school grades, test scores, and intended major at Holmes.

### **PRACTICAL NURSING**

Admission requirements to be met before a student enters training are:

1. The applicant shall be at least 18 years of age.
2. The applicant shall give evidence that he or she has completed the 12th grade in school or made an equivalent score on the GED Test.
3. The applicant shall make satisfactory scores on tests given by the Mississippi Employment Service and Holmes Junior College.
4. All applicants selected for the practical nursing program must take the ACT.
5. The applicant shall be physically and emotionally fit as established by a completed physical examination and recommendation of the examining physician. The applicant must have up-to-date immunizations against smallpox and typhoid fever.
6. The applicant shall be a citizen of the United States or have pending citizenship.
7. The applicant shall meet the Admissions Committee, which after reviewing all records and interviewing the applicant, will make recommendations as to whether or not it thinks the applicant shows promise of becoming a good practical nurse. Records shall be kept of the interview.

The Practical Nursing program at Holmes Junior College is affiliated with five area hospitals.

### **SUMMER SCHOOL FOR HIGH SCHOOL JUNIORS**

1. The student must have an overall B average on all work completed — this must consist of at least 12 academic units, i.e.,



## HOLMES JUNIOR COLLEGE

physical education, band, choir, and other non-academic subjects can not be included.

2. The student must have a minimum ACT composite score of 20.
3. The student must have a written recommendation from either his high school principal or guidance counselor.
4. All courses taught during the summer session are open to Juniors, except those courses which the student would normally take during the senior year.
5. Full credit will be granted but will be reserved until the student either graduates from high school or is admitted to college as a full-time student.

### ORIENTATION AND REGISTRATION

First-time students must attend the scheduled orientation sessions. These will provide information about Holmes Junior College, its rules and regulations, types of organizations, clubs, etc. Also, college life in general will be previewed.

The following steps must be completed by each student before he will be accepted for enrollment at Holmes Junior College.

1. Complete and turn in an application form.
2. High school transcripts and transcripts of any previous college must be in the Registrar's office at Holmes Junior College.
3. An American College Test score must be on file at Holmes Junior College for academic or technical students.

The following steps must be completed to be enrolled.

1. Fill out registration cards.
2. Have I.D. picture taken.
3. Have picture made for the school annual.
4. Have schedule of classes approved.
5. Pay entrance fees in the Business Office.



If any of the steps are incomplete, the registration of the student is incomplete and may result in his not being accepted as a student at Holmes Junior College.

### **PROBATION AND SUSPENSION**

Academic and technical students with ACT scores of nine or below will be admitted to Holmes Junior College on probation. Academic students will be scheduled into the Academic Foundations Courses, under which they will be required to pass at least nine hours and earn at least 18 quality points. In addition to this, these academic students must repeat any developmental courses they do not pass. Technical students will be scheduled into developmental courses at the discretion of their respective advisors. Students failing to meet minimum standards of progress at the end of their first semester will not be eligible to return to Holmes as full-time students in any academic or technical area until (1) their deficiencies have been corrected or until (2) they have remained out of school for at least one semester.

Students failing to meet minimum standards who elect to enter a vocational area second semester may do so, but will be admitted on probation. These students must earn at least a "D" average for their first semester of vocational work in order to be eligible to return to Holmes Junior College in that or any other vocational field.

All academic and technical students at Holmes Junior College must meet minimum standards of progress to remain in good academic standing. This means that a student must pass at least nine semester hours work and earn at least 18 quality points each semester. Students who do not meet these standards enter their second semester at Holmes on academic probation. Students who fail to meet minimum standards for two consecutive semesters will not be eligible to return to Holmes Junior College as full-time academic or technical students until (1) their deficiencies have been corrected or (2) they have remained out of school for at least one semester.

Vocational students receiving a grade of "F" for two consecutive semesters will not be eligible to return to Holmes Junior College in any vocational field until they can in some way pull their grades up to an acceptable level or until they have remained out of school for at least one semester.



## HOLMES JUNIOR COLLEGE

## CREDIT BY EXAMINATION

Credit will be allowed for any subject exam offered by Holmes through the CLEP provided a percentile score of at least 33 is reached. The general examination percentile scores must also be at least 33. Credit for the general examinations will be limited to six hours English Composition, three hours of history, three hours of biological science, three hours of physical science survey, three hours fine art, three hours of literature, and three hours of algebra.

**Credit for Educational Experience other than the Standard College Classroom Experience.** The total of all credits for this purpose shall be limited to thirty semester hours. This includes credit allowed for Veteran experiences in the Armed Services, all college level examination programs, television experiences through testing, extension credit and correspondence credit.

## ABSENCES

**Academic and Technical Absences.** Registration for a section of a course makes the student responsible for attending that class until the course is completed or until the Academic Dean authorizes withdrawal from that section. The student is expected to attend a minimum of eighty percent (80%) of the classes in order to receive credit in a course. The college reserves the right to sever its relationship with any student who is excessively absent.

For the regular class that meets three periods per week, the student will be placed on academic probation in that class when he incurs the fifth absence. The student will be notified in writing of his status and asked to come in for an interview. If a student incurs ten absences in a class his record will be reviewed by the absence sub-committee. Unless there are extenuating circumstances such as extended illness combined with no unexcused absences, the student will be removed from the class with a grade of "F". For classes that meet more than or fewer than three times per week, the probation and "cut-out" figures will be adjusted to the same proportion.

The student may appeal to the full absence committee if he is not satisfied with the ruling of the sub-committee. The student must request in writing that a meeting be called to hear his appeal.

The student is responsible for all class work missed during absences, including school business absences. Additional make-up work for unexcused absences may be assigned at the discretion of



the teacher. Should a student miss a scheduled test (one that has been scheduled at least two class meetings previous to giving the test), the teacher may elect to give the student an "F" on the test, or assign additional make-up work if the absence is unexcused.

A record of absences is to be kept in the teacher's grade book and turned in to the Registrar's office on grade sheets at the end of nine weeks and at the end of the semester. The semester grade sheet will include the absences incurred during the first nine weeks. This report will consist of the number of absences, not the actual dates. These are for record purposes and will not show on the student's transcript.

**Academic and Technical Excused Absences.** Sickness off campus should be substantiated with: (1) A doctor's statement when attended by a doctor or dentist. (2) A statement from parents for absence of one or two-day duration when the absence is due to illness of a student or to a death in the family.

In cases of an absence due to personal business, any documentation such as receipts, court summons, military orders, etc., should be retained by the student. All excuses for absences should be presented to the instructors.

The Academic Dean's office issues school business excuses for students who represent the school at approved activities; such as, athletic events, club meetings, and field trips. School business excuses do not count toward the "cut-out" number in a class.

**Academic and Technical Tardies.** Students should realize that tardiness causes delay and disruption of a class. Anytime a student establishes a pattern of being consistently tardy in a class, the teacher will send the student to the Dean. The Dean will then place the student on probation in this class. If the student continues in this pattern of tardiness, he may be removed from the class with a failure in the subject recorded on his permanent record.

When a student is tardy to a class, he must remain after class and inform the teacher he was tardy, not absent. Failure to do this may result in his being reported absent. This will be impossible to correct at a later date.

**Vocational Absences.** No absences are excused, all time missed must be made up. Instructors shall report all absences daily to the counselor's office, where a master file will be retained on each student. A letter will be published daily and placed on the department bulletin board, showing absentees by course for the previous day.



## HOLMES JUNIOR COLLEGE

Each time a student is absent for any reason the instructor will inquire as to the reason for absence. The student will be required to fill out an absence form (furnished by instructor), showing date of absence and reason indicated for absence and having the student's signature. The instructor will return this form to the counselor's office where it will be placed in the student's file.

On the third occasion of absence the student is placed on a probationary status. Notification of probation will be made in writing with copies to the student, parents or guardians, coaches (for athletes) and others deemed necessary. Any absence while on probation will result in a meeting of the Absentee Committee where a decision will be made as to termination from school or continued probation.

The Absentee Committee will be composed of a moderator (director or one of assistant directors), all instructors, and a student representative from each class. After hearing reasons for absence and other statements concerning absences, the committee will vote by secret ballot.

**Vocational Tardies.** Anyone reporting to class after 8:00 in the morning or 1:00 in the afternoon will be considered tardy. Three tardies will constitute an absence and make up work will be required. Anyone reporting to class more than thirty minutes late will be counted as absent for that day.

### CHANGES IN CLASS SCHEDULE

Changes in a student's class schedule, including those initiated for a department's convenience, must first be approved by the Academic Dean.

### CLASS STANDING

A student's classification is determined by the amount of work completed, as follows:

Freshman  
Sophomore

0-23 semester hours  
24 and above semester hours

### EXAMINATIONS

**Regularly Scheduled Examinations.** The regular examinations scheduled at the end of each semester are given beginning at 8:20



and ending by 12:20 in the mornings and beginning at 1:20 and ending by 3:20 in the afternoons. The complete schedule of examinations is announced during the semester.

**Examination Permit.** An examination permit must be obtained from the Business Office prior to reporting for any final examination.

**Eligibility.** No student is eligible to take an examination unless he is free from all arrearages in fees, such as laboratory or library fees, or fines.

**Standards of Honesty.** Although there is no general organized honor system governing the conduct of examinations and tests, the work of the college is conducted on a basis of common honesty. Deviations from this standard are to be reported by the supervising instructor to the Dean.

**Presence during Examination.** If a student is present at all during the examination, he shall be regarded as having attempted the examination, and will be so reported by the examiner.

**Absence during Examination.** Absence from the room during the course of the examination, without the consent of the examiner, shall invalidate the examination.

## CREDIT AND GRADES

**The Semester Hour.** A semester hour is defined as the unit of credit value of work involved in attendance upon lectures or recitations for one class hour a week for one semester, or upon laboratory work varying from two to four hours a week for one semester.

**Grade Symbols.** A final grade is the instructor's evaluation of the student's work and achievement throughout a semester's attendance in a course. Factors upon which the final grade may be based are attendance, recitation, written and oral quizzes, reports, papers, final examination, and other class activities. The evaluation will be expressed according to the following letter system:

### Passing Grades

A Excellent

B Good

C Satisfactory

D Lowest passing grade

### Other Grades and Marks

F Failure

I Incomplete

W Withdrew

WP Withdrew Passing

WF Withdrew Failing



**Grade Points.** The value of each grade in grade points is as follows: A, 4; B, 3; C, 2; D, 1; F, 0.

**C Average.** A "C" average is defined as having earned an average of two (2) quality points per semester hour attempted.

**F Grade.** The grade of "F" is recorded (1) if the student has failed on the combined evaluation of his work through the semester and his final examination; (2) if the student has dropped the course without permission; or (3) if the student attends the examination without submitting a paper or fails to appear for the examination and presents no acceptable reason for his absence.

**I Grade.** An incomplete grade may be assigned a student if, upon completion of a grading period, some unavoidable circumstance has kept him from meeting some requirements of the course. An incomplete grade is not allowed on the basis of course deficiencies not caused by an unavoidable circumstance. If an incomplete is not removed within the two weeks following the grading period, the grade automatically becomes an "F". This applies to both mid-semester and semester grades.

**W Grade.** The mark "W" is recorded if the student officially withdraws after the first two weeks but before mid-semester. No mark is recorded for a withdrawal made before the end of the second week of the semester.

**WP and WF.** A mark of "WP" or "WF" is recorded if the student officially withdraws after mid-semester but before the scheduled time for the final examination.

## TRANSFER CREDITS

Only credits transferred from an institute which is fully accredited by The Southern Association of Colleges and Schools (or other regional accreditation association) will be accepted by Holmes Junior College. This credit will be reproduced on the permanent records of Holmes Junior College.

All transfer work will be evaluated for its applicability toward the requirements of a particular curriculum or major. This may vary from curriculum to curriculum and is determined by the Academic Dean of the college.

A student who has attended a non-accredited institution may validate up to twenty-four (24) semester hours of credit through the college level examination program.



In the case of students receiving VA benefits, enrollment certificates submitted to the Veterans Administration will reflect proper credit for previous education and training.

To meet the graduation requirements for an associate degree, transfer students must have an overall "C" average on all hours scheduled and rescheduled at all institutions previously attended as well as a "C" average on work scheduled at Holmes Junior College. Students who do not meet this requirement may become eligible for a Certificate of Graduation.

### INSTITUTIONAL CREDIT

Holmes Junior College offers a small number of academic courses which are of a "remedial" or "self-enrichment" nature. These courses earn "institutional" credit. Institutional credit will apply toward a Certificate of Graduation only and is not designed to transfer. **Credit in developmental English will NOT satisfy the English requirement for any degrees or certificates.** Courses for which institutional credit is awarded will have a "O" in the course number.

### COURSE REPEATS

If two or more final grades are recorded for the same course, the last grade (not including the W and WP) will be used to compute the grade point average and will be applied toward graduation. All other grades recorded in the course will be struck through and the course will be noted as repeated on the student's permanent record. It is the student's responsibility to request that a repeat card be filled out when he registers if he is repeating a course.

### GRADE REPORTS

A report of the student's work is made at midterm and at the end of the semester. Students who desire a copy of these grades should make a request to the Registrar. After one copy has been sent, a charge of fifty cents will be made for additional copies.

### STUDENT LOAD

The normal load for a student is sixteen semester hours. The minimum load for a full-time student is twelve semester hours. A student is allowed to take more than sixteen hours per semester when his normal schedule would call for this or when he has



maintained an average of **B** or better. **No** student may take more than twenty-one hours in any one semester.

### GRADE RECOGNITION AND HONORS

Students with a sufficient quality point average are recognized at the end of each nine weeks and at the end of the semester.

To be eligible for such recognition a student must be taking at least twelve semester hours (excluding developmental and other non-college credit courses) and have no grade less than a "C".

This recognition is divided into three parts as follows:

**President's List.** Those students who have a quality point average of 3.7 to 4.0.

**Dean's List.** Those students who have a quality point average of 3.4 to 3.699.

**B-Average Students.** Those students who have a quality point average of 3.0 to 3.399.

Honors at graduation are as follows: Those who have earned a 3.7 and above quality point average for all four semesters will be graduated with "Special Honors"; those who have earned a quality point average of 3.4 to 3.7 for all four semesters will be graduated with "Honors". Only graduates who are receiving an AA or AAS degree are eligible for honors or special honors.

### WITHDRAWAL FROM SCHOOL

A student who finds it necessary to withdraw from school for any reason must secure a withdrawal form from a Counselor's office and have the form signed by the designated school officials. If a student is unable to withdraw in person, he should notify the Academic Dean's office and request a withdrawal form be initiated and completed. Failure to officially withdraw may result in F's in all classes.

### REQUIREMENTS FOR GRADUATION

Holmes Junior College awards the following degrees and certificates: Associate of Arts degree (AA), Associate of Applied Science degree (AAS), Certificate of Graduation, one-year technical certificates, and one-year or two-year vocational certificates.



A candidate for the Associate of Arts degree must complete a minimum of sixty-four semester hours in an academic (college-parallel) program. The hours earned must be applicable to a bachelors degree. The candidate must earn at least 128 quality points. English Composition I and II are required of all graduates. Additional requirements for music majors are stated on pages 79-81.

A candidate who completes the prescribed set of courses for the two-year technical programs shall be eligible for the Associate of Applied Science degree. The requirements also include earning a minimum of sixty-four semester hours, 128 quality points, and credit in English Composition I and II.

A candidate for the Certificate of Graduation must complete sixty-four semester hours. English Composition I and II are required of all graduates.

A candidate who completes the prescribed set of courses for the one-year technical programs shall be eligible for a special departmental certificate. The requirements also include earning a minimum of 32 semester hours, 64 quality points, and credit in English Composition I and II. The student must have a "C" average on the prescribed courses to include English Composition.

**Residency.** Twelve semester hours of residence credit is required for graduation.

A candidate who completes the required number of clock hours for the one-year and two-year vocational programs with a passing grade shall be eligible for a special certificate.

All candidates for graduation must file their applications for a diploma with the Registrar. December graduates must file during the first week of October and any students graduating in May or during the summer session must file during the first week of February. Graduation fees must be paid at these times.

A candidate shall not be eligible to receive a one-year technical certificate and an AAS degree at the same graduation.

## TRANSCRIPTS

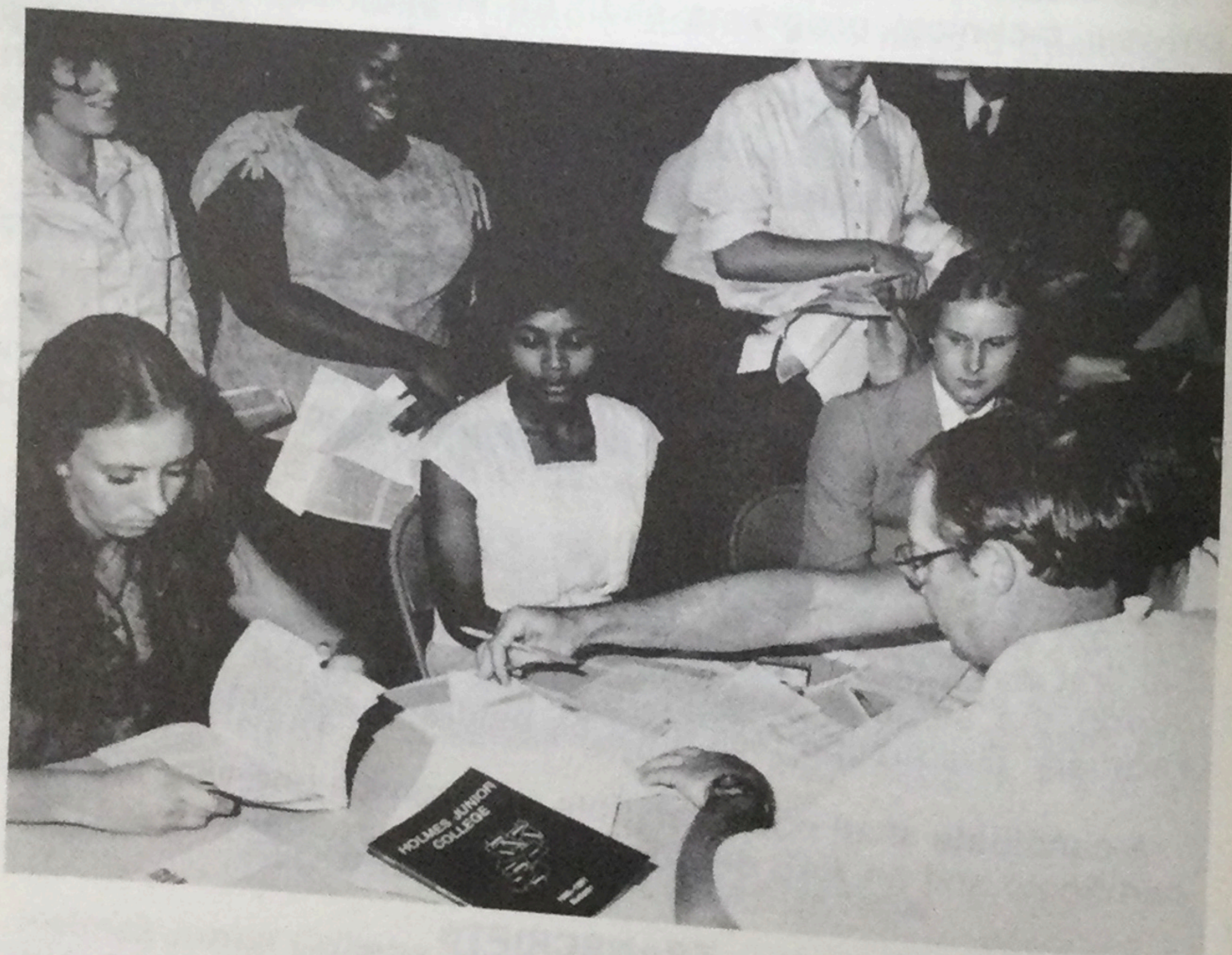
One transcript will be furnished each student free of charge. For each additional transcript, there will be a charge of one dollar.



## HOLMES JUNIOR COLLEGE

## STUDENT RECORDS

The Registrar prepares and maintains a permanent scholastic record for each student. These records are treated with due regard to the personal nature of the information they contain. The records are the property of the college; however, the Registrar will honor a student's written request that his official academic record not be released or information contained in his record not be disclosed. Unless there is a written request to the contrary, the following information will be made available to parents, spouses, prospective employers, government security agencies, previous schools attended, campus organizations which required minimum scholastic averages for memberships and organizations awarding financial assistance (grants, scholarships, and loans); name, date, and place of birth, address, dates of attendance, major field of study, class rank, and quality point average. Transcripts are released only at the written request of the student.





## EXPENSES

### Entrance Fee

All full time students pay an entrance fee of \$175.00 per semester. This fee must be paid at the beginning of the semester at the time the student registers. Payment of fees is a part of the registration procedure and failure to complete this step will void registration procedure for the individual.

Academic students are not required to pay special fees for laboratory, secretarial, music or other academic courses. Vocational students are charged a fee to cover materials used in their courses. The entrance fee pays for the school paper, the annual, the I.D. card, and a post office box for each student.

An I.D. card is issued to each full time student as a step in his registration procedure. This card serves the student in many ways and should be in his possession at all times. The I.D. card:

1. Admits the student to all regularly scheduled athletic events held on the Holmes campus.
2. Admits the student to the student union building.
3. Admits the student to the library.
4. Serves as identification at the Campus Bookstore, the Security Office, the Business Office, and Student Elections.

A late registration fee of \$5.00 is charged to any student who fails to register according to the time schedule for registration. An INCOMPLETE registration constitutes a LATE REGISTRATION. The late registration fee will be charged beginning at noon of the first day of classes.

### Non-Resident Tuition

All students whose parents reside in Mississippi, but do not reside in Attala, Carroll, Choctaw, Grenada, Holmes, Madison, Montgomery, Webster, and Yazoo counties, will pay an out-of-district tuition of \$90.00 per school year. This is payable by the semester in advance and is non-refundable after classes have met. Vocational students whose parents reside in Mississippi but are not from the Holmes nine-county district will be charged at the rate of area students



## HOLMES JUNIOR COLLEGE

**when there is no comparable course** offered by the junior college responsible for the area in which the student resides.

All students whose parents reside outside the state of Mississippi will pay a tuition fee of \$400.00 for the school year. This fee is payable in advance at the beginning of each semester and is non-refundable after the student has met classes.

### PART TIME STUDENTS

Students who enroll for less than 12 semester hours in the day program are classified as part time students. The cost is \$21 per semester hour.

### SPECIAL PLAN FOR SENIOR CITIZENS

Under a plan adopted by the Board of Trustees, persons sixty-five or retired persons over sixty-two may enroll for any class taught by the college without paying any fees except for equipment necessary for some vocational-technical classes.

### ROOM AND BOARD

A dormitory resident will pay \$155.00 a semester for a room. This is collected in advance at the first of each semester and is non-refundable.

Board will be \$295 per semester or \$590 per year. It is due and payable at the beginning of each semester. However, upon request, the board payments may be deferred according to the schedule shown.

#### Day Student (Each Semester)

- |   |          |
|---|----------|
| 1. District Students (Students from Attala, Carroll, Choctaw, Grenada, Holmes, Madison, Montgomery, Webster, and Yazoo counties) Pay in Advance | \$175.00 |
| 2. Other Mississippi Students   | \$220.00 |
| 3. Out-of-State Students  | \$375.00 |



### Dormitory Students (Each Semester)

1. District Students	\$625.00
2. Other Mississippi Students	\$670.00
3. Out-of-State Students	\$825.00

The preceding costs are due and payable at the time of registration each semester. Upon request, the following payment schedule may be allowed:

### Deferred Payment Calendar for District Dormitory Students

Parents who do not find the following schedule for payments convenient may make special arrangements with the business office.

#### Fall Semester — On Entrance:

August 24, 1981	\$429.00
October 5, 1981	98.00
November 16, 1981	98.00

#### Spring Semester — On Entrance:

January 11, 1982	\$429.00
February 22, 1982	98.00
April 5, 1982	98.00
Total for school year	\$1,250.00

NOTE: All costs are on a semester basis. The above dates for payment are for convenience only. Holmes Junior College reserves the right to change any charges published when in the judgment of the administration and conditions justify doing this.

Students should have no trouble discerning that the payment on entrance consists of fixed fees of \$175.00 and the non-refundable room rent of \$155.00 plus one-third of the semester cost for board of \$98.00. This totals \$429.00. The other two payments each semester are for board and each payment equals one-third of the semester cost for board which is \$98.00.

Out-of-District Mississippi students pay \$45 per semester in addition to the above costs for district students.



## HOLMES JUNIOR COLLEGE

Out-of-State students pay \$200.00 per semester in addition to the costs for district students.

All vocational students pay the same fees as academic students. They also pay \$22.50 per semester for cost of supplies except welding students who pay \$45 per semester.

### REQUIRED SPECIAL TOOLS AND/OR EQUIPMENT VOCATIONAL AND TECHNICAL

Agricultural Mechanics	\$150.00
Auto Body and Fender Repair	100.00
Auto Mechanics	150.00
Building and Construction	100.00
Cosmetology	75.00
Drafting and Design	50.00
Electronic Servicing	125.00
Machine Shop	175.00
Refrigeration and Air Conditioning	200.00
Welding	100.00

Students should check with their instructor prior to purchasing books, tools, and supplies. Prices are subject to change.

### DEPOSITS

Deposits are required for room reservations, for keys to dormitory rooms, and for assuring a place in certain vocational courses. Room deposits and vocational course deposits are non-refundable.

### REFUND POLICY

a. Fees — Ten dollars of the \$175.00 entrance fee is for matriculation and is non-refundable. The remaining \$165.00 is refundable as follows:

One week or less	90 per cent
Less than two weeks	75 per cent
Less than three weeks	50 per cent
Less than four weeks	25 per cent
Four or more weeks	0 per cent

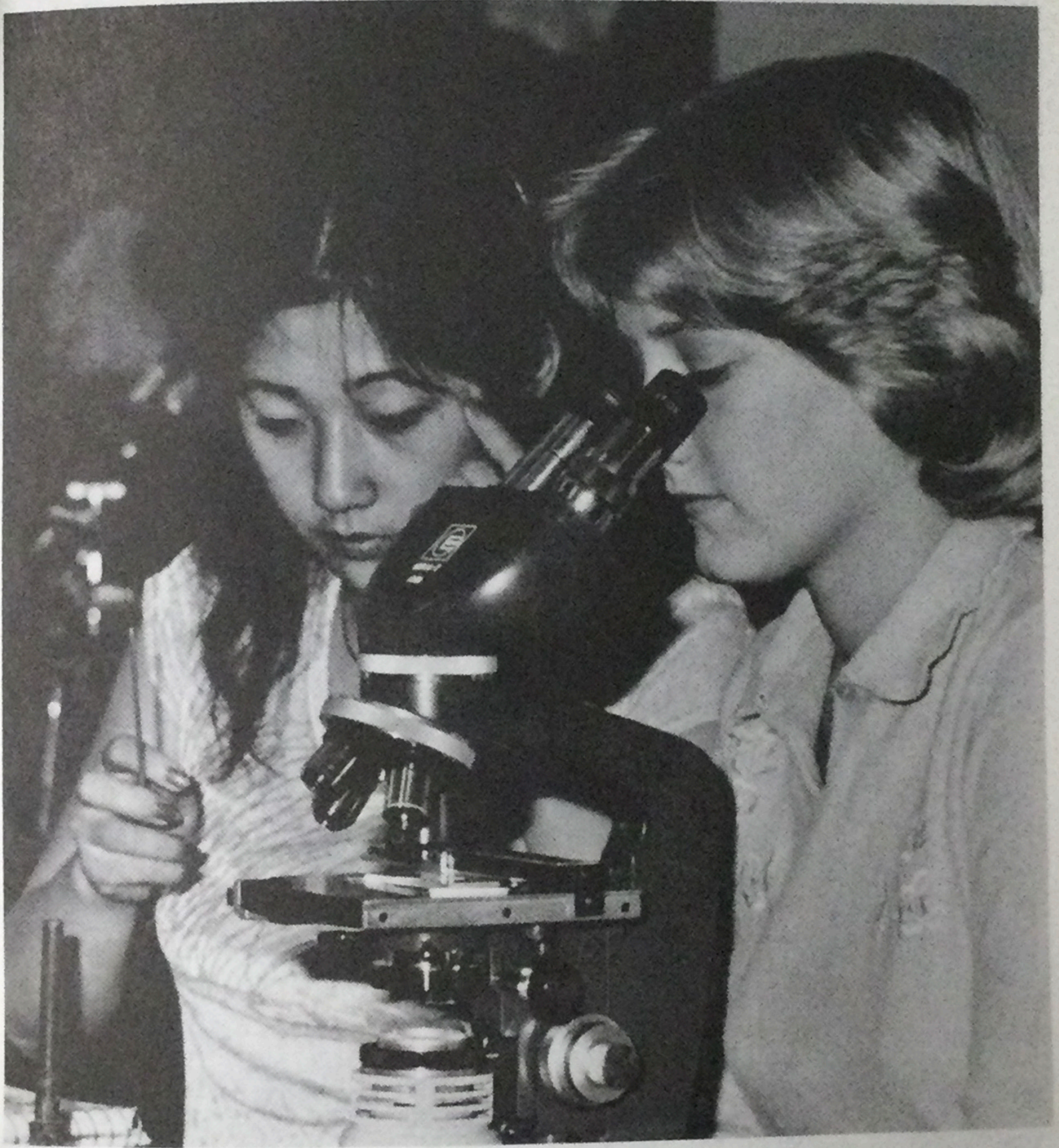
b. Room rent of \$155.00 per semester is non-refundable.

c. Board is refunded on the basis of weeks left in a semester after the week in which withdrawal occurs. The date of withdrawal shall be the date of signing of the official withdrawal sheet by the



business office. No reduction is made for absences of less than two continuous weeks (holidays excluded).

d. Refund policy for veterans provides that a refund will be made upon application on a pro-rate basis to an eligible person (service man or active duty, veteran, or war orphan) in receipt of educational benefits pursuing courses of instruction on a non-accredited clock hour basis from the Veterans Administration under existing published laws.





THE UNIVERSITY OF MICHIGAN





## **OFFERINGS AND SERVICES**

### **COUNSELING AND ADVISEMENT**

The Guidance Department provides academic, social, personal, and vocational counseling for students in an effort to help with personal adjustment, establishing values, determining interests, and choosing vocational and career objectives. Counselors assist the student to formulate and clarify goals and to evaluate intelligently his own abilities, personality traits, and openness to the experiences he is undergoing in an academic community. The student is encouraged at all times to seek counsel, not only in the face of specific problems, but also to discuss ways of constantly improving the skills required for effective living.

### **ORIENTATION**

The first day of school will include an orientation program designed to introduce students to college life and aid in making adjustments. Topics will include general school regulations, school activities, academic policies, and academic advisement. All new students must take part in the orientation program.

### **TESTING**

Holmes Junior College is a test center for the American College Test (ACT), College Level Examination Program (CLEP), and General Educational Development Test (GED). Applications for each of these tests may be obtained from the Director of Guidance and Student Services.

The Guidance and Student Services Department provides a variety of specialized tests for students. The various tests are administered, scored, and interpreted as the need arises, and are used as counseling aids.

### **PLACEMENT**

Placement activities are designed to aid both the academic student and the vocational-technical student. A supply of senior college information is available in the Guidance and Student Services Department, and counselors are available to assist students in transferring. The vocational counselors assist the vocational-technical students in finding permanent employment.



## HOLMES JUNIOR COLLEGE

## HEALTH SERVICE

A school nurse is employed full time. In case of emergencies, the school will see that a student is taken to a hospital. The cost of hospitalization, doctor bills, and medicine, other than that given by the school nurse, must be paid for by the student.

## SCHOLARSHIPS

**\*Academic and Technical Scholarships.** The **President's Scholarship**, is designed to cover the cost of all tuition, fees, room, and board at Holmes Junior College. It is available to any full-time academic or technical student with an ACT composite score of 25 or higher. The student must maintain at least a 2.0 quality point average his/her first semester in order to be eligible to receive scholarship funds second semester. The student must have a cumulative 3.4 quality point average or higher at the end of his/her first year's work in order to be eligible for scholarship funds the sophomore year. The student who has less than the required 3.4 quality point average but at least a 3.0 quality point average at the end of his/her first year will be eligible for the Dean's Scholarship for the sophomore year. Students receiving the President's Scholarships will not be eligible for any other scholarships at Holmes Junior College.

The **Dean's Scholarship** is designed to cover the cost of all tuition and fees at Holmes Junior College. It is available to any full-time academic or technical student with an ACT composite score of 18-24. The student must maintain at least a 2.0 quality point average his/her first semester in order to be eligible to receive scholarship funds second semester. The student must have a cumulative 3.0 quality point average or higher at the end of his/her first year's work in order to be eligible for scholarship funds the sophomore year. Students eligible for the Dean's Scholarships are also eligible for other scholarships, such as athletic, music, drama, valedictorian-salutatorian awards, etc. up to but not exceeding the published cost of attending Holmes Junior College.

The **Valedictorian and Salutatorian** from high schools in the Holmes Junior College District are eligible for a \$100.00 award, provided they have an ACT composite score of at least 18.

\*No out-of-state students are eligible to receive academic and technical scholarships.



**Athletic Scholarships.** Grand-in-Aid Scholarships are awarded in football and basketball in accordance with the rules and regulations of the Mississippi Junior College Association and are limited to athletes in the Holmes Junior College District. A limited number of out-of-state scholarships are available. Applicants should contact the coach(es) of the sport in which he/she is interested at the college.

**Music Scholarships. Band (Instrumental)** scholarships are available for musically talented students who desire to participate in the Holmes Junior College Band Program. Awards ranging from \$75 to \$475 per year are made based on the performance and dependability of the student and on the particular band activities in which the student participates (Marching, Concert, Pep, Jazz, Ensemble, Auxiliaries). Students may hold band and other scholarships concurrently. **Choir (Vocal)** scholarships are available to students who are musically talented who desire to participate in the HJC Choral Program. Auditions are required for all scholarships of this type, with awards ranging up to \$400 per year. Students may hold vocal scholarships concurrently with band scholarships. **Keyboard (Piano and Organ)** scholarships are available to students majoring in piano. Auditions are required for scholarships. Students may hold keyboard scholarships concurrently with other scholarships. **Students may receive music scholarship awards concurrently with other scholarships, up to, but not exceeding, the published cost of attending Holmes Junior College.**

**Drama Scholarships.** Scholarships based on talent and performance are available to students interested in Drama. These scholarships range from \$25 to \$100 per year, with awards being based on tryout performance and participation in the various presentations.

**Cheerleader Scholarships.** Scholarships are available to cheerleaders at the rate of \$50 per semester. Cheerleaders are chosen by a faculty-staff committee, with selection based on performance at tryouts held in April. Applications are available for Guidance and Student Services.

Students may receive scholarship awards concurrently with other scholarships, up to, but not exceeding the published cost of attending Holmes Junior College.

**Holmes Junior College Development Foundation Scholarships.** The **Mr. and Mrs. M. C. McDaniel Scholarship** was established at Holmes Junior College by the McDaniel Family in honor of their father and mother. Mr. McDaniel was President of Holmes Junior College from 1928 to 1940. This award in the amount of \$400 is



presented to a graduating student who plans to further his/her education, and who has made an outstanding contribution to the life and activity of Holmes Junior College during his/her two years at the institution.

The **Hilary O. "Prof" Thomas Memorial Scholarship** has been established by George W. Hester of Kosciusko, Mississippi and Friends in honor of "Prof" Thomas, who was employed at Holmes Junior College from 1946 until his retirement in 1974. "Prof" Thomas, in addition to being head of the Agriculture Department for twenty years, served at varying times as high school principal, high school football coach, Dean of Men, Assistant Dean of Women, and Dean of Student Affairs. The selection of the recipient will be made by the Holmes Junior College Scholarship Committee from applications received from students applying for the scholarship with recommendation from their high school counselor or principal. The award of \$500 is to be made at the beginning of each school year to a freshman who plans to continue his/her education at Holmes Junior College. The selection of the recipient of the award will be based on scholastic ability, Christian leadership, integrity, and need.

The **Frank B. Branch Scholarship** is given in honor of Frank B. Branch, former President of Holmes Junior College from December 9, 1955 to June 30, 1976. It is based on scholastic ability, leadership, character, and financial need. The award is made each year in the amount of \$500 to a Grenada County Student who is recommended to the Holmes Junior College Scholarship Committee by his/her high school counselor.

The **Evelyn H. Clark Memorial Drama Scholarship** is awarded in honor of Mrs. Evelyn H. Clark, former speech instructor and drama coach at Holmes Junior College. The Scholarship Committee of the Holmes Junior College Development Foundation will select a sophomore as the recipient of this award, based on talent, scholarship, character and dedication.

A **Journalism Scholarship** in the amount of \$250 is available to the editor of the Grawl each year. This scholarship is based on ability, character, and leadership.

The Holmes Junior College Development Foundation will fund a number of \$500 **Undesignated Foundation Scholarships** depending upon the funds available in the scholarship program. Applications for these scholarships are available through high school principals and counselors. These scholarships are awarded on the basis of scholastic achievement, leadership, character, and service to the school.



## FINANCIAL AID

The Financial Aid Office of Holmes Junior College believes that no qualified student should be denied an education because of financial need. Financial aid is available to help students meet post-secondary education costs through a program of grants (Basic Educational Opportunity Grant, Supplemental Educational Opportunity Grant), work-study and scholarships. In addition, we also offer a school-sponsored work program for students with an interest and desire to work. We assist students with applications for Federally Insured Student Loans.

Holmes Junior College participates in the American College Testing Programs Service (ACT), a service that assists schools and agencies throughout the nation in determining a student's financial need. The ACT (Family Financial Statement) is the document used by Holmes Junior College to determine eligibility for financial aid. The ACT (FFS) can be obtained from the Financial Aid Office which is located on the first floor of the Administration Building and is open 5 days a week from 8:00 a.m. to 3:30 p.m.

In order for a student to be considered for the campus base programs (Work-Study and Supplemental Educational Opportunity Grant), the student must have on file in the Financial Aid Office a Holmes Junior College Application for Financial Aid, ACT (Family Financial Statement) and a BEOG (Student Eligibility Report). Students must meet all admission requirements before financial aid awards are made.

For further information about the various financial aid programs, requirements, eligibility; student's rights and responsibilities, standards of progress, refund policy, etc. please refer to the Financial Aid Handbook or contact the Director of Financial Aid.

Financial Aid Applications and Handbooks may be obtained by writing to the Director of Financial Aid, Holmes Junior College, Goodman MS 39079

## STUDENT HOUSING

There are three men's residence halls that provide space for 300 students. These are Attala, Motel and Choctaw. Each dormitory has public telephone service, and all are air-conditioned.



There are three women's residence halls that provide space for 259 students. These are Grenada, Webster, and Yazoo. Each of these dormitories have public phone service and individual phone service is available. Each of the buildings are air-conditioned.

Rooms in the residence halls are furnished with single beds, dressers, chairs, and tables. Students are accountable for the care of the room and furnishings.

Room reservations are made only after payment of a \$20 reservation fee. This fee is non-refundable.

### **AUTOMOBILES**

Students who wish to operate an automobile on the campus must register the car in the office of the Dean of Student Affairs. A sticker with a registration number is provided to the student.

Students must park cars in designated areas. Fines will be assessed for failure to do so. Continued abuse of regulations will result in withdrawal of permission to operate a vehicle on the campus. This applies to all students — dormitory and non-dormitory alike.

### **BOOKS**

Books and supplies may be purchased from the book store located in the Lorange Center. Both new and used books are available. The book store will buy books from students at a reasonable discount, depending upon the care that has been taken in the use of the books.

By careful buying and use of books, the cost may be kept to a minimum.

### **MAIL SERVICES**

Student mail should be addressed to Holmes Junior College, Goodman, MS 39079. Students receive their mail through post office boxes. The fee for the boxes is \$1.00 a semester and is included in the general fees.



**STUDENT CONDUCT**

Students are expected to conform to acceptable standards of decency, morality, and courtesy; be truthful; respect the rights of others; be punctual and regular in attendance at classes and assemblies and have regard for college property.

Guides for routine campus and dormitory life are provided students through announcements, student meetings, bulletins, and student handbooks. Through action by the disciplinary committee a student may be excluded from further attendance where evidence indicates that a student participates in unacceptable campus conduct.

**CONTINUING EDUCATION AND COMMUNITY SERVICES**

The Division of Continuing Education provides opportunities for persons of the district who do not participate in the normal on-campus day program to continue their educational development. This is done through evening classes both on campus and at other locations in the district. These locations include Grenada, Winona, Yazoo City, Kosciusko, Canton, and Ackerman.

In addition, the division offers a wide range of special activities and community service programs including seminars, conferences, workshops, short courses, and other activities designed to meet particular needs.

**THE COOPERATIVE EDUCATION PROGRAM**

Holmes Junior College has entered an agreement with Mississippi State University whereby any Holmes Junior College student may enter the cooperative education program while attending Holmes Junior College. The student must sign up for the program with the Academic Dean of the college. Acceptance by an employing organization is necessary. The student must continue his education at Mississippi State University after finishing at Holmes Junior College to be able to get a degree through the cooperative program.

A \$10.00 registration fee is charged for each work semester.

Students interested in learning more about the Cooperative Program should contact the Academic Dean, Holmes Junior College, Goodman, MS 39079.



## HOLMES JUNIOR COLLEGE

## VETERAN BENEFITS

Students who plan to attend Holmes Junior College under any type Veteran Educational Assistance Program should file a claim at the Academic Dean's Office in the Administration Building. In order to be eligible for VA educational benefits, a student must adhere to policies established by the school as well as those policies approved by the Veterans Administration and the State Approving Agency.

A revised statement of the standards of progress and attendance that apply to all veterans under Chapter 32, 34 and 35 of Title 38 are available to each student. A copy can be obtained from the Academic Dean's Office. This statement of revised standards of progress and attendance was approved by the State Approving Agency on May 16, 1980, and was implemented beginning with the fall semester of 1980. The statement is in compliance with VA Regulation 14253 (D).





## STUDENT ACTIVITIES

### ORGANIZATIONS

Co-curricular activities are an important source of enrichment and recreation and contribute to campus life. Students are urged to participate in their areas of interest.

**Band.** Offers participation in Marching Band (Rifle Corps, Flag Corps, Feature Twirling, Color Guard), Concert Band, Percussion Choir, Jazz Ensemble, Jazz Combo and Small Winds Ensemble performances in concerts, parades, half-time routines and pageantry entertainment. Open to all qualified students.

**Cheerleaders.** The purpose of the cheerleaders is to promote school spirit and interest in athletics. They are selected in tryouts held in the spring.

**Chess Club.** Organized to promote the game of chess at Holmes Junior College; meetings are held regularly, and membership is open to all students and faculty members.

**Choir.** The choir is known for its high standards of excellence. Membership is by audition and is open to all students.

**Coachmen.** A vocal ensemble that performs popular and sacred music. Many concerts are given in district high schools and churches throughout the year. Membership is by audition and is open to HJC choir members.

**Collegiate Civitan.** The Collegiate Civitan Club is a service organization designed to promote better citizenship in your home, school, and country. The club sponsors many activities on campus each year and performs service projects on campus and in the community. Membership is by invitation of the Club.

**Cosmetology Club.** The purpose of the club is to promote good public relations and to learn professional practices and business ethics. There are many activities including field trips. The club is open to members of the cosmetology class.

**Creative Writing Club.** The purpose of this club is to give students, faculty members, and staff members who write poetry, short stories, plays, and novels a time to meet together, read each other's work, and give each other moral support and, perhaps, suggestions for improvement. Open to students, faculty, and staff.



**Fellowship of Christian Athletes.** Membership is open to all athletes, both those currently active and those not participating on an organized team. Dedicated to promoting Christian ideals both on and off the field of play.

**Holme-Towne Players.** Organized to let students participate in acting, publicity, and backstage work. This club is known for the fine quality of production and is open to all students.

**Home Economics Club.** The purpose of the club is to encourage professional growth by affiliating members with the State and National Home Economics Association. This club is open to all Home Economics majors. It's goal is to help members to become more aware of the many careers open to Home Economics majors.

**Industrial Education Club.** The purpose of the club is to encourage students' participation in professional organization and is open to all Industrial Education majors, Engineering Technology majors and minors.

**PASTE-Preschool Association of Students, Teachers, and Educators.** The purpose of this club is to work for the best opportunities for young children and to work for improved educational standards and a better quality of life for every child. Membership open to all persons engaged in the education of young children or those interested in child development.

**Phi Beta Lambda.** Organized to promote business leadership and to create interest and understanding in the intelligent choice of business occupations. Membership is open to students enrolled in one or more business subjects, including business law, accounting, economics, statistics, data processing, and subjects in secretarial courses.

**Phi Theta Kappa.** Phi Theta Kappa is the national scholastic honor society for junior colleges. Its purpose is to recognize intellectual achievement, and to promote character, leadership, and friendship among junior college students. Membership is by invitation and is conferred on those who "establish academic excellence," by having grades in the top ten per cent of the student body.

**Religious Clubs.** The Baptist Student Union, Vespers, the COGIC Club, and the Wesley Foundation aim to foster Christian faith and Christian fellowship. All students are welcome at meetings and activities.



**Student Government Association.** Composed of officers and representatives elected by the student body, the SGA serves as mediator between the faculty and student body and assists in student activities.

**Vocational Industrial Clubs of America (VICA).** Established for the purposes of encouraging, through club activities, the development of the "whole student," i.e., social and leadership abilities as well as skills. Open to all students enrolled in vocational and technical courses.

## PUBLICATIONS

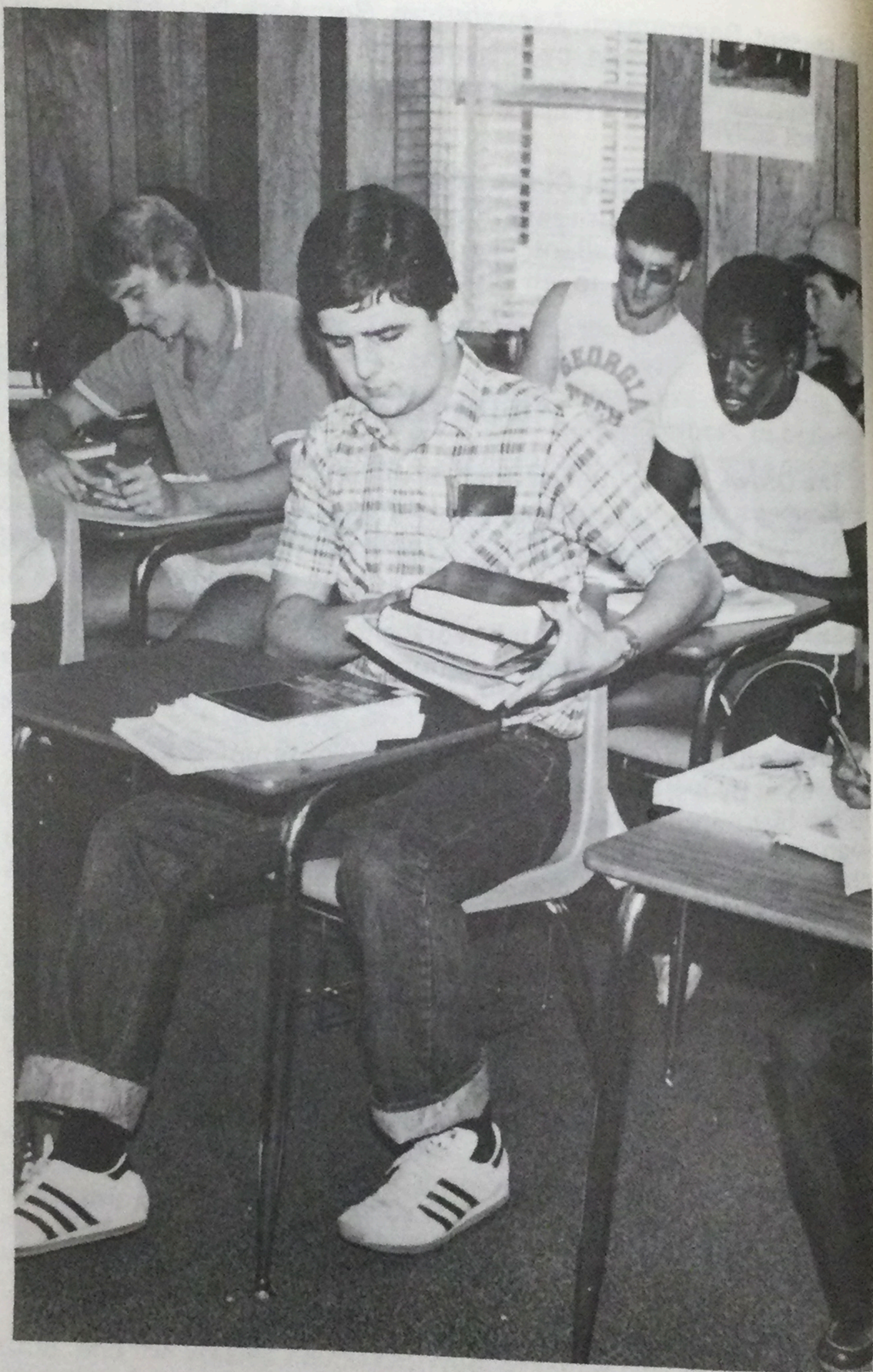
**The Growl**, official newspaper of the student body, is published nine times a year. Its purposes are to give publicity and to serve as a workshop or laboratory for students interested in newspaper writing, editing, etc.

Students interested in such work should make it known to the administration upon entering school so that the sponsor of *The Growl* can have this information as soon as possible.

**The Horizons** is the annual of Holmes Junior College and is published by a staff of students who volunteer their time and effort to the task. Those who have had experience in the publication of high school annuals are urged to join the staff. Inexperienced students are welcome and can make a contribution toward the publication of the yearbook.

**Reflections**, published once each year, includes the best creative work submitted by Holmes students. Work appearing in *Reflections* is judged by the members of Holmes Junior College English Department and a panel of students on the *Reflections* staff. Manuscripts are invited from students in all departments.







## COURSES OF STUDY

## ACADEMIC

The following are lists of courses generally required for students planning on majoring in the programs indicated. There may be slight variations in the exact subjects required by the senior college or university from which the student expects to receive a degree. Substitutions may be made in any of the following programs if necessary to meet the curricula requirements of a senior college.

A student is not limited to the programs outlined in the following pages. By proper selection of his courses, he may meet the lower division requirements of many more academic majors other than the ones listed here.

## COURSE I

## Agriculture

## First Year

## First Semester

English	
Composition I . . . . .	ENG 1113
General	
Chemistry I . . . . .	CHE 1214
Botany I . . . . .	BIO 1313
College Algebra . . . . .	MAT 1313
American National	
Government . . . . .	PSC 1113
Physical Education . . . . .	1
Total	17 hrs.

## Second Semester

English	
Composition II . . . . .	ENG 1123
General	
Chemistry II . . . . .	CHE 1224
Botany II . . . . .	BIO 1323
*Math . . . . .	3
Oral Communication . . . . .	SPT 1113
Physical Education . . . . .	1
Total	17 hrs.

## Second Year

Because of the large number of majors available in agriculture, it is not feasible to suggest a core curriculum for the sophomore year. Students should select a minimum of 30 semester hours using a senior college catalog as a guide.

\*MAT 1323 - Trigonometry or MAT 1333 - Finite Math.



## HOLMES JUNIOR COLLEGE

## COURSE II

### Forestry and Wildlife

#### First Year

## First Semester

## English

Composition I .....ENG 1113

College Algebra .....MAT 1313

## General

Chemistry I .....CHE 1214

Botany I .....BIO 1313

Social Science .....3

Physical Education .....1

Total 17 hrs.

## Second Semester

## English

Composition II .....ENG 1123

Trigonometry .....MAT 1323

## General

Chemistry II .....CHE 1224

Botany II .....BIO 1323

Social Science .....3

Physical Education .....1

Total 17 hrs.

#### Second Year

## First Semester

## General

Physics I .....PHY 2414

## Principles of

Economics I .....ECO 2113

Calculus I A .....MAT 1613

\*Organic Chemistry I

or elective .....CHE 2424

Total 14 hrs.

## Second Semester

## Principles of

Economics II .....ECO 2123

Dendrology .....BIO 2313

## Oral

Communication .....SPT 1113

Zoology I .....BIO 2414

## Humanities

elective .....3

Total 16 hrs.

\*CHE 2424 required for Wildlife Option. Forestry majors should consult catalog before selecting electives.

Forestry and Wildlife majors must complete a special, eight-week summer session between the sophomore and junior years. Completion of the special summer session is prerequisite to enrollment in junior level professional courses in Forestry. Transfer students should contact the forestry department at Mississippi State University during the month of February preceding completion of their fourth semester of college in order to arrange for attending the summer session.



**COURSE III**  
**Liberal Arts Core Curriculum**

**First Year**

**First Semester**

English	
Composition I . . . . .	ENG 1113
Foreign Language . . . . .	3
Math or Science . . . . .	(3 or 4)
Oral Communication, Art or	
Music Appreciation . . . . .	3
American National Government	
or Introduction to	
Sociology . . . . .	3
Physical Education . . . . .	1
Total	16 or 17 hrs.

**Second Semester**

English	
Composition II . . . . .	ENG 1123
Foreign Language . . . . .	3
Math or Science . . . . .	(3 or 4)
Oral Communication, Art or	
Music Appreciation . . . . .	3
American National Government	
or Introduction to	
Sociology . . . . .	3
Physical Education . . . . .	1
Total	16 or 17 hrs.

**Second Year**

**First Semester**

Literature . . . . .	3
Foreign Language . . . . .	3
Principles of	
Economics I . . . . .	ECO 2113
History . . . . .	3
Math or Science . . . . .	(3 or 4)
Total	15 or 16 hrs.

**Second Semester**

Literature . . . . .	3
Foreign Language . . . . .	3
General	
Psychology I. . . . .	PSY 1513
History . . . . .	3
Math or Science . . . . .	(3 or 4)
Total	15 or 16 hrs.

Some universities require two semester sequences in mathematics, natural sciences, and social sciences. Students should check the university catalog for proper course selection.



# HOLMES JUNIOR COLLEGE

## COURSE IV Respiratory Therapist

### First Year

#### First Semester

English	
Composition I . . . . .	ENG 1113
College Algebra . . . . .	MAT 1313
General Chemistry I . . . . .	CHE 1214
Zoology I . . . . .	BIO 2414
General	
Psychology I . . . . .	PSY 1513
Total	17 hrs.

#### Second Semester

English	
Composition II . . . . .	ENG 1123
Trigonometry . . . . .	MAT 1323
*Zoology II . . . . .	BIO 2424
General Chemistry II . . . . .	CHE 1224
Oral Communication . . . . .	SPT 1113
Total	17 hrs.

### Second Year

#### First Semester

Human Anatomy and	
Physiology I . . . . .	BIO 2513
Microbiology . . . . .	BIO 2924
General Physics I . . . . .	PHY 2414
Electives . . . . .	.5
Total	16 hrs.

#### Second Semester

Human Anatomy and	
Physiology II . . . . .	BIO 2523
**Psychosocial	
Elective . . . . .	.3
Electives . . . . .	.9
Total	15 hrs.

\*Recommended elective.

\*\*To be selected from Sociology, Economics, Political Science, History, or Geography.

This program is designed to meet the admission requirements of the School of Health Related Professions at the University of Mississippi Medical Center. The course of study at the Medical Center is a four-year, baccalaureate degree program that requires 65 hours of prerequisite coursework. Students graduating from this program will be awarded a Bachelor's of Science degree in Respiratory Therapy and will be eligible to take the registration examination administered by the National Board for Respiratory Therapy.



**COURSE V**  
**\*Criminal Justice**

**First Year**

**First Semester**

English	
Composition I	ENG 1113
Botany I	BIO 1313
Art Appreciation	ART 1113
Oral Communication	SPT 1113
College Algebra	MAT 1313
Physical Education	1
Total	16 hrs.

**Second Semester**

English	
Composition II	ENG 1123
Zoology I	BIO 2414
General	
Psychology I	PSY 1513
First Aid	HPR 2213
Mathematics or	
Philosophy	3
Physical Education	1
Total	17 hrs.

**Second Year**

**First Semester**

Literature	3
Electives	4
American National	
Government	PSC 1113
History	3
Introduction	
to Sociology	SOC 2113
Total	16 hrs.

**Second Semester**

Literature	3
Electives	6
History	3
Marriage and	
Family	SOC 2143
Total	15 hrs.

\*Foreign Language may be substituted into this curriculum.



## HOLMES JUNIOR COLLEGE

COURSE VI  
\*Social Work

## First Year

## First Semester

English	
Composition I . . . . .	ENG 1113
Foreign Language . . . . .	3
Western	
Civilization I . . . . .	HIS 1113
College Algebra . . . . .	MAT 1313
American National	
Government . . . . .	PSC 1113
Physical Education . . . . .	1
Total	16 hrs.

## Second Semester

English	
Composition II . . . . .	ENG 1123
Foreign Language . . . . .	3
Western	
Civilization II . . . . .	HIS 1123
General Psychology I	PSY 1513
Introduction	
to Sociology . . . . .	SOC 2113
Physical Education . . . . .	1
Total	16 hrs.

## Second Year

## First Semester

Literature . . . . .	3
Foreign Language . . . . .	3
Fine Arts . . . . .	3
Science . . . . .	3
Principles of	
Economics I . . . . .	ECO 2113
Elective . . . . .	1
Total	16 hrs.

## Second Semester

Literature . . . . .	3
Foreign Language . . . . .	3
Marriage and Family	SOC 2143
Science . . . . .	3
Oral Communication	SPT 1113
Elective . . . . .	1
Total	16 hrs.

\*Foreign language requirement optional at some universities.

Several of the senior colleges are now offering a B.A. degree in social work. The course outlined above meets the first two years of the work required for the degree.

Positions are available for persons seeking employment in this field of study with the Department of Public Welfare, Department of Public Health, Girl Scouts, Boy Scouts, YMCA and YWCA, Red Cross, church affiliated welfare programs, schools for retarded children, community action programs, and other like organizations.



## COURSE VII

## Dental Hygiene

## First Year

## First Semester

English	
Composition I . . . . .	ENG 1113
General	
Chemistry I . . . . .	CHE 1214
General	
Psychology I . . . . .	PSY 1513
Oral	
Communication . . . . .	SPT 1113
Elective . . . . .	3
Total	16 hrs.

## Second Semester

English	
Composition II . . . . .	ENG 1123
Zoology I . . . . .	BIO 2414
Introduction to	
Sociology . . . . .	SOC 2113
Elective . . . . .	6
Total	16 hrs.

Designed to fulfill the entrance requirements of the School of Health Related Professions at the University of Mississippi Medical Center. This program requires two additional academic years at the Medical Center. Students who satisfactorily complete the course will receive a certificate in dental hygiene from the University of Mississippi at the Medical Center and will be eligible to take national and state board examinations for licensure as registered dental hygienists.



## HOLMES JUNIOR COLLEGE

COURSE VIII  
Biological Science

## First Year

## First Semester

English	
Composition I . . . . .	ENG 1113
General	
Chemistry I . . . . .	CHE 1214
Botany I . . . . .	BIO 1313
Foreign Language . . . . .	3
College Algebra . . . . .	MAT 1313
Physical Education . . . . .	1
Total	17 hrs.

## Second Semester

English	
Composition II . . . . .	ENG 1123
General	
Chemistry II . . . . .	CHE 1224
Botany II . . . . .	BIO 1323
Foreign Language . . . . .	3
Trigonometry . . . . .	MAT 1323
Physical Education . . . . .	1
Total	17 hrs.

## Second Year

## First Semester

Organic	
Chemistry I . . . . .	CHE 2424
Foreign Language . . . . .	3
Zoology I . . . . .	BIO 2414
Microbiology . . . . .	BIO 2924
Total	15 hrs.

## Second Semester

Organic	
Chemistry II . . . . .	CHE 2434
Foreign Language . . . . .	3
Zoology II . . . . .	BIO 2424
Literature . . . . .	3
Elective . . . . .	1
Total	15 hrs.



**COURSE IX**  
**Pre-Medical and Pre-Dental**

**First Year**

**First Semester**

English	
Composition I . . . . .	ENG 1113
General Chemistry I . . . . .	CHE 1214
College Algebra . . . . .	MAT 1313
Zoology I . . . . .	BIO 2414
Foreign Language . . . . .	3
Physical Education . . . . .	1
Total	18 hrs.

**Second Semester**

English	
Composition II . . . . .	ENG 1123
General	
Chemistry II . . . . .	CHE 1224
Trigonometry . . . . .	MAT 1323
Zoology II . . . . .	BIO 2424
Foreign Language . . . . .	3
Physical Education . . . . .	1
Total	18 hrs.

**Second Year**

**First Semester**

Organic Chemistry I . . . . .	CHE 2424
General Physics I . . . . .	PHY 2414
Literature . . . . .	3
Foreign Language . . . . .	3
Total	14 hrs.

**Second Semester**

Organic	
Chemistry II . . . . .	CHE 2434
General Physics II . . . . .	PHY 2424
Literature . . . . .	3
Foreign Language . . . . .	3
Total	14 hrs.



## HOLMES JUNIOR COLLEGE

# **COURSE X** **Pre-Pharmacy**

## **First Year**

### **First Semester**

#### **English**

Composition I . . . . .	ENG 1113
General Chemistry I . . . . .	CHE 1214
College Algebra . . . . .	MAT 1313
Principles of Economics I . . . . .	ECO 2113
Introduction to Sociology . . . . .	SOC 2113
Total	16 hrs.

### **Second Semester**

#### **English**

Composition II . . . . .	ENG 1123
General Chemistry II . . . . .	CHE 1224
Trigonometry . . . . .	MAT 1323
*Principles of Economics II . . . . .	ECO 2123
Zoology I . . . . .	BIO 2414
Total	17 hrs.

## **Second Year**

### **First Semester**

Organic Chemistry I . . . . .	CHE 2424
General Physics I . . . . .	PHY 2414
Botany I . . . . .	BIO 1313
Microbiology . . . . .	BIO 2924
Elective . . . . .	1
Total	16 hrs.

### **Second Semester**

#### **Organic**

Chemistry II . . . . .	CHE 2434
General Physics II . . . . .	PHY 2424
*American National Government . . . . .	PSC 1113
*Oral Communication . . . . .	SPT 1113
Elective . . . . .	1
Total	15 hrs.

\*Suggested electives.



## COURSE XI Pre-Veterinary

### First Year

#### First Semester

English Composition I .....	ENG 1113
General Chemistry I .....	CHE 1214
College Algebra .....	MAT 1313
Zoology I .....	BIO 2414
Western Civilization I .....	HIS 1113
Total	17 hrs.

#### Second Semester

English Composition II .....	ENG 1123
General Chemistry II .....	CHE 1224
Trigonometry .....	MAT 1323
Botany I .....	BIO 1313
American National Government .....	PSC 1113
Total	16 hrs.

### Second Year

#### First Semester

Organic Chemistry I .....	CHE 2424
General Physics I .....	PHY 2414
Oral Communication .....	SPT 1113
Microbiology .....	BIO 2924
Total	15 hrs.

#### Second Semester

Organic Chemistry II .....	CHE 2434
General Physics II .....	PHY 2424
General Psychology I .....	PSY 1513
Electives .....	.5
Total	16 hrs.



## HOLMES JUNIOR COLLEGE

COURSE XII  
\*Medical Technology

## First Year

## First Semester

English	
Composition I . . . . .	ENG 1113
General Chemistry I . . . . .	CHE 1214
College Algebra . . . . .	MAT 1313
**Foreign Language . . . . .	3
Zoology I . . . . .	BIO 2414
Total	17 hrs.

## Second Semester

English	
Composition II . . . . .	ENG 1123
General	
Chemistry II . . . . .	CHE 1224
Trigonometry . . . . .	MAT 1323
Foreign Language . . . . .	3
Zoology II . . . . .	BIO 2424
Total	17 hrs.

## Second Year

## First Semester

Organic	
Chemistry I . . . . .	CHE 2424
General Physics I . . . . .	PHY 2414
Foreign Language . . . . .	3
Human Anatomy and	
Physiology I . . . . .	BIO 2513
Microbiology . . . . .	BIO 2924
Total	18 hrs.

## Second Semester

Organic	
Chemistry II . . . . .	CHE 2434
Humanities . . . . .	3
Foreign Language . . . . .	3
Human Anatomy and	
Physiology II . . . . .	BIO 2523
Elective . . . . .	1
Total	14 hrs.

\*Designed to fulfill the lower division requirements of the School of Health Related Professions at the Mississippi Medical Center.

\*\*Optional. If a student is considering graduate work, 12 semester hours of foreign language should be scheduled. A student who does not take foreign language must take 6 hours of psychosocial sciences, and 3 additional hours of humanities, and 1 hour elective.



# **COURSE XIII**

## **Medical Record Administration**

### **First Year**

#### **First Semester**

English	
Composition I	ENG 1113
Zoology I	BIO 2414
Intermediate	
Algebra	MAT 1233
General Chemistry I	CHE 1214
Electives	3
Total	17 hrs.

#### **Second Semester**

English	
Composition II	ENG 1123
Zoology II	BIO 2424
College Algebra	MAT 1313
General Chemistry II	CHE 1224
Electives	3
Total	17 hrs.

### **Second Year**

#### **First Semester**

Literature	3
General	
Psychology I	PSY 1513
*Typing	3
**Microbiology	BIO 2924
Electives	3
Total	16 hrs.

#### **Second Semester**

Literature	3
Oral Communication	SPT 1113
*Typing	3
**Business	
Communications	TBO 2613
**Adolescent	
Psychology	EPY 2523
Total	15 hrs.

This program is designed to transfer to the School of Health Related Professions at the Mississippi Medical Center. Students will be required to take an introductory course in data processing during a summer session.

\*Optional. Typing proficiency required.

\*\*Suggested electives.



## HOLMES JUNIOR COLLEGE

## COURSE XIV

## \*Nursing

## First Year

## First Semester

English	
Composition I . . . . .	ENG 1113
Zoology I . . . . .	BIO 2414
General	
Chemistry I . . . . .	CHE 1214
Oral	
Communication . . . . .	SPT 1113
Introduction to	
Sociology . . . . .	SOC 2113
Total	17 hrs.

## Second Semester

General	
Psychology I . . . . .	PSY 1513
English	
Composition II . . . . .	ENG 1123
Zoology II . . . . .	BIO 2424
General	
Chemistry II . . . . .	CHE 1224
College	
Algebra . . . . .	MAT 1313
Total	17 hrs.

## Second Year

## First Semester

Child	
Psychology . . . . .	EPY 2513
Human Anatomy and	
Physiology I . . . . .	BIO 2513
Literature . . . . .	3
Microbiology . . . . .	BIO 2924
History elective . . . . .	3
Total	16 hrs.

## Second Semester

Human Anatomy and	
Physiology II . . . . .	BIO 2523
**Restricted	
Elective . . . . .	3
Adolescent	
Psychology . . . . .	EPY 2523
Marriage and Family .	SOC 2143
History elective . . . . .	3
Total	15 hrs.

\*Designed to fulfill the lower division requirements of the School of Nursing at the Mississippi Medical Center. This is a baccalaureate degree program.

\*\*Select from Economics, Geography, or Political Science.



**COURSE XV**  
**\*Physical Therapy**

**First Year**

**First Semester**

English	
Composition I . . . . .	ENG 1113
General Chemistry I . . . . .	CHE 1214
College Algebra . . . . .	MAT 1313
Zoology I . . . . .	BIO 2414
Foreign Language . . . . .	3
Total	17 hrs.

**Second Semester**

English	
Composition II . . . . .	ENG 1123
General Chemistry II . . . . .	CHE 1224
Trigonometry . . . . .	MAT 1323
Zoology II . . . . .	BIO 2424
General	
Psychology I . . . . .	PSY 1513
Total	17 hrs.

**Second Year**

**First Semester**

Literature . . . . .	3
General Physics I . . . . .	PHY 2414
Human Anatomy and	
Physiology I . . . . .	BIO 2513
Elective . . . . .	3
Oral Communication . . . . .	SPT 1113
Total	16 hrs.

**Second Semester**

Adolescent	
Psychology . . . . .	EPY 2523
**Restricted Elective . . . . .	3
Human Anatomy and	
Physiology II . . . . .	BIO 2523
General Physics II . . . . .	PHY 2424
Art Appreciation . . . . .	ART 1113
Total	16 hrs.

\*Designed to fulfill the lower division requirements of the School of Health Related Professions at the University of Mississippi Medical Center. Students who plan on attending another educational institution should follow the requirements of that school.

\*\*Select from Sociology, Economics, History, or Government.



## HOLMES JUNIOR COLLEGE

COURSE XVI  
Engineering Technology

## First Year

## First Semester

English	
Composition I	ENG 1113
General	
Chemistry I	CHE 1214
Graphic	
Communications	GRA 1142
College Algebra	MAT 1313
Oral Communication	SPT 1113
Elective	1
Total	16 hrs.

## Second Semester

English	
Composition II	ENG 1123
General	
Chemistry II	CHE 1224
Visualization and	
Graphic Design	GRA 1152
Trigonometry	MAT 1323
Elective	1
General	
Psychology I	PSY 1513
Total	16 hrs.

## Second Year

## First Semester

Principles of	
Economics I	ECO 2113
General Physics I	PHY 2414
Calculus IA	MAT 1613
Introduction to	
Sociology	SOC 2113
Elective	3
Total	16 hrs.

## Second Semester

Principles of	
Economics II	ECO 2123
General Physics II	PHY 2424
Calculus IIA	MAT 1623
Electives	6
Total	16 hrs.



## COURSE XVII Pre-Architecture

### First Year

#### First Semester

English	
Composition I	ENG 1113
Drawing I	ART 1313
College Algebra	MAT 1313
General	
Psychology I	PSY 1513
Western Civilization I	HIS 1113
Total	15 hrs.

#### Second Semester

English	
Composition II	ENG 1123
Drawing II	ART 1323
Trigonometry	MAT 1323
Introduction to	
Sociology	SOC 2113
Elective	3
Total	15 hrs.

The Pre-Architecture curriculum is designed to meet the requirements of the pre-professional program at Mississippi State University. ARC 1114 - 1124 may be taken during the summer terms thereby allowing a student to enter second year design ARC 1515, in the fall of his second year.



## HOLMES JUNIOR COLLEGE

COURSE XVIII  
+ Engineering

## First Year

## First Semester

English	
Composition I . . . . .	ENG 1113
General	
Chemistry I . . . . .	CHE 1214
Graphic	
Communications I . . . . .	GRA 1142
American (U.S.)	
History I . . . . .	HIS 2213
Calculus IA . . . . .	MAT 1613
Physical Education . . . . .	1
Total	16 hrs.

## Second Semester

American National	
Government . . . . .	PSC 1113
General	
Chemistry II . . . . .	CHE 1224
Visualization and Graphic	
Design . . . . .	GRA 1152
Calculus IIA . . . . .	MAT 1623
Physical Education . . . . .	1
English	
Composition II . . . . .	ENG 1123
Total	16 hrs.

## Second Year

## First Semester

Physics IA . . . . .	PHY 2514
Calculus IIIA . . . . .	MAT 2613
Literature . . . . .	3
Differential	
Equations . . . . .	MAT 2913
+ Principles of	
Economics I . . . . .	ECO 2113
Total	16 hrs.

## Second Semester

Physics IIA . . . . .	PHY 2524
Calculus IVA . . . . .	MAT 2623
Engineering	
Mechanics . . . . .	EGR 2413
+ Electives . . . . .	6
Total	16 hrs.

+ Check senior college catalog for proper course. Where Organic Chemistry is required Economics I will not be taken.



## COURSE XIX

### Art Education

#### First Year

##### First Semester

English	
Composition I . . . . .	ENG 1113
History . . . . .	3
Drawing I . . . . .	ART 1313
Design I . . . . .	ART 1413
Botany I . . . . .	BIO 1313
Physical Education . . . . .	1
Total	16 hrs.

##### Second Semester

English	
Composition II . . . . .	ENG 1123
History . . . . .	3
Drawing II . . . . .	ART 1323
Design II . . . . .	ART 1423
Mathematics . . . . .	3
Physical Education . . . . .	1
Total	16 hrs.

#### Second Year

##### First Semester

Literature . . . . .	3
*Social Science	
Elective . . . . .	3
Drawing III . . . . .	ART 2313
Personal and Community	
Health I . . . . .	HPR 1213
General	
Psychology I . . . . .	PSY 1513
Total	15 hrs.

##### Second Semester

Literature . . . . .	3
Adolescent	
Psychology . . . . .	EPY 2523
Drawing IV . . . . .	ART 2323
Painting I . . . . .	ART 2513
Oral Communication .	SPT 1113
Elective . . . . .	1
Total	16 hrs.

\*Select from Economics, Political Science, or Sociology.



## HOLMES JUNIOR COLLEGE

COURSE XX  
Elementary Education

## First Year

## First Semester

English	
Composition I . . . . .	ENG 1113
History . . . . .	3
The Real	
Number System . . . . .	MAT 1723
Zoology I . . . . .	BIO 2414
World Geography . . . . .	GEO 1113
Physical Education . . . . .	1
Total	17 hrs.

## Second Semester

English	
Composition II . . . . .	ENG 1123
History . . . . .	3
Informal Geometry and	
Algebra . . . . .	MAT 1733
Botany I . . . . .	BIO 1313
General	
Psychology I . . . . .	PSY 1513
Physical Education . . . . .	1
Total	16 hrs.

## Second Year

## First Semester

Literature . . . . .	3
Child	
Psychology . . . . .	EPY 2513
Personal and Community	
Health I . . . . .	HPR 1213
Physical Science	
Survey I . . . . .	PHY 2213
Fine Arts . . . . .	3
Elective . . . . .	1
Total	16 hrs.

## Second Semester

Literature . . . . .	3
Oral Communication . . . . .	SPT 1113
Physical Science	
Survey II . . . . .	PHY 2223
*Social Science	
Elective . . . . .	3
Elective . . . . .	3
Total	15 hrs.

\*Select from Economics, Political Science or Sociology.



**COURSE XXI**  
**Secondary Education**  
**Music—Instrument Majors**

**First Year**

**First Semester**

English	
Composition I	ENG 1113
Music Theory I	MUS 1214
Music Literature I	MUS 2412
Major Instrument I	2
Class Piano I	MUA 1511
Band I	MUO 1111
Oral Communication	SPT 1113
Elective	1
Total	17 hrs.

**Second Semester**

English	
Composition II	ENG 1123
Music Theory II	MUS 1224
Music Literature II	MUS 2422
Major Instrument II	2
Class Piano II	MUA 1521
Band II	MUO 1121
*Social Science Elective	3
Elective	1
Total	17 hrs.

**Second Year**

**First Semester**

Literature	3
Music Theory III	MUS 2214
Major Instrument III	2
Class Piano III	MUA 2511
Band III	MUO 2111
History	3
General	
Psychology I	PSY 1513
Total	17 hrs.

**Second Semester**

Literature	3
Music Theory IV	MUS 2224
Major Instrument IV	2
Class Piano IV	MUA 2521
Band IV	MUO 2121
History	3
Adolescent	
Psychology	EPY 2523
Total	17 hrs.

Participation in Band is required each semester. Instrumental majors are required to earn 64 semester hours in addition to Band. A maximum of four semester hours of other music organizations courses may be applied toward an AA degree.

\*Select from Economics, Political Science, or Sociology.



## HOLMES JUNIOR COLLEGE

**COURSE XXII**  
**Secondary Education**  
**Music—Piano Majors**

**First Year**

## First Semester

## English

Composition I . . . . .	ENG 1113
Music Theory I . . . . .	MUS 1214
Music Literature I . . . . .	MUS 2412
Piano for Music Majors I . . . . .	MUA 1573
Class Voice I . . . . .	MUA 1711
Oral Communication .SPT 1113	
Total	16 hrs.

## Second Semester

## English

Composition II . . . . .	ENG 1123
Music Theory II . . . . .	MUS 1224
Music Literature II . . . . .	MUS 2422
Piano for Music Majors II . . . . .	MUA 1583
Class Voice II . . . . .	MUA 1721
*Social Science Elective . . . . .	3
Total	16 hrs.

**Second Year**

## First Semester

Literature . . . . .	3
Music Theory III . . . . .	MUS 2214
Piano for Music Majors III . . . . .	MUA 2573
History . . . . .	3
General Psychology I . . . . .	PSY 1513
Total	16 hrs.

## Second Semester

Literature . . . . .	3
Music Theory IV . . . . .	MUS 2224
Piano for Music Majors IV . . . . .	MUA 2583
History . . . . .	3
Adolescent Psychology . . . . .	EPY 2523
Total	16 hrs.

Piano majors are required to earn 64 semester hours in addition to Band or Choir. A maximum of four semester hours of other music organizations courses may be applied toward an AA degree.

\*Select from Economics, Political Science, or Sociology.



**COURSE XXIII**  
**Secondary Education**  
**Music—Voice Majors**

**First Year**

First Semester

English	
Composition I . . . . .	ENG 1113
Music Theory I . . . . .	MUS 1214
Music Literature I . . . . .	MUS 2412
Voice for Music Education	
Majors I . . . . .	MUA 1772
Class Piano I . . . . .	MUA 1511
Choir I . . . . .	MUO 1211
Oral Communication . . . . .	SPT 1113
Elective . . . . .	1
Total	17 hrs.

Second Semester

English	
Composition II . . . . .	ENG 1123
Music Theory II . . . . .	MUS 1224
Music Literature II . . . . .	MUS 2422
Voice for Music Education	
Majors II . . . . .	MUA 1782
Class Piano II . . . . .	MUA 1521
Choir II . . . . .	MUO 1221
*Social Science Elective . . . . .	3
Elective . . . . .	1
Total	17 hrs.

**Second Year**

First Semester

Literature . . . . .	3
Music Theory III . . . . .	MUS 2214
Voice for Music Education	
Majors III . . . . .	MUA 2772
Class Piano III . . . . .	MUA 2511
Choir III . . . . .	MUO 2211
History . . . . .	3
General	
Psychology I . . . . .	PSY 1513
Total	17 hrs.

Second Semester

Literature . . . . .	3
Music Theory IV . . . . .	MUS 2224
Voice for Music Education	
Majors IV . . . . .	MUA 2782
Class Piano IV . . . . .	MUA 2521
Choir IV . . . . .	MUO 2221
History . . . . .	3
Adolescent	
Psychology . . . . .	EPY 2523
Total	17 hrs.

Participation in Choir is required each semester. Voice majors are required to earn 64 semester hours in addition to Choir. A maximum of four semester hours of other music organizations courses may be applied toward an AA degree.

\*Select from Economics, Political Science, or Sociology.



## HOLMES JUNIOR COLLEGE

**COURSE XXIV**  
**Secondary Education**  
**English, Social Science, and Library Science**

**First Year**

## First Semester

English	
Composition I . . . . .	ENG 1113
Western	
Civilization I . . . . .	HIS 1113
World Geography (GEO 1113)	
or Introduction to	
Sociology (SOC 2113) . . . . .	3
General	
Psychology I . . . . .	PSY 1513
+Mathematics . . . . .	3
Physical Education . . . . .	1
Total	16 hrs.

## Second Semester

English	
Composition II . . . . .	ENG 1123
Western	
Civilization II . . . . .	HIS 1123
Fine Arts . . . . .	3
Oral Communication .SPT 1113	
Adolescent	
Psychology . . . . .	EPY 2523
Physical Education . . . . .	1
Total	16 hrs.

**Second Year**

## First Semester

Literature . . . . .	3
Physical Science	
Survey I . . . . .	PHY 2213
Elective . . . . .	1
American History I . . . . .	HIS 2213
American National	
Government . . . . .	PSC 1113
Math or Science	
Elective . . . . .	3
Total	16 hrs.

## Second Semester

Literature . . . . .	3
Botany I . . . . .	BIO 1313
American History II . . . . .	HIS 2223
Personal and Community	
Health I . . . . .	HPR 1213
Electives . . . . .	4
Total	16 hrs.

+College Algebra or Real Number System



**COURSE XXV**  
**Secondary Education**  
**Physical Education**

**First Year**

**First Semester**

English Composition I	ENG 1113	
History		3
Mathematics		3
Introduction to Health, Physical Education and Recreation	HPR 1313	
General Psychology I	PSY 1513	
Basketball, Stunts and Tumbling	HPR 1511	
Total		16 hrs.

**Second Semester**

English Composition II	ENG 1123	
History		3
Personal and Community Health I	HPR 1213	
First Aid	HPR 2213	
Oral Communication	SPT 1113	
Volleyball and Softball	HPR 1521	
Total		16 hrs.

**Second Year**

**First Semester**

Literature		3
Zoology I	BIO 2414	
Physical Science Survey I	PHY 2213	
Recreational Leadership	HPR 2323	
*Social Science elective		3
Paddle Tennis and Square Dahce	HPR 1531	
Total		17 hrs.

**Second Semester**

Literature		3
Math or Science Elective		3
Physical Science Survey II	PHY 2223	
Fine Arts		3
Adolescent Psychology	EPY 2523	
Badminton and Tennis	HPR 1541	
Total		16 hrs.

Physical Education majors are required to take the activities courses even though participating in varsity sports.

\*Select from Economics, Political Science, or Sociology.



## HOLMES JUNIOR COLLEGE

**COURSE XXVI**  
**Secondary Education**  
**Home Economics**

**First Year**

## First Semester

English	
Composition I . . . . .	ENG 1113
Western	
Civilization I . . . . .	HIS 1113
Design I . . . . .	ART 1413
General	
Psychology I . . . . .	PSY 1513
Introduction to Home	
Economics . . . . .	HEC 1121
Art of Dress and	
Personal	
Grooming . . . . .	HEC 1353
Physical Education . . . . .	1
Total	17 hrs.

## Second Semester

English	
Composition II . . . . .	ENG 1123
Western	
Civilization II . . . . .	HIS 1123
College Algebra . . . . .	MAT 1313
Design II . . . . .	ART 1423
Elementary	
Clothing . . . . .	HEC 1313
Physical Education . . . . .	1
Total	16 hrs.

**Second Year**

## First Semester

Literature . . . . .	3
Zoology I . . . . .	BIO 2414
Food Selection and	
Preparation . . . . .	HEC 1213
Introduction to	
Sociology . . . . .	SOC 2113
Social Usage . . . . .	HEC 1111
Elective . . . . .	3
Total	17 hrs.

## Second Semester

Literature . . . . .	3
Adolescent	
Psychology . . . . .	EPY 2523
Oral Communication .	SPT 1113
Marriage and Family .	SOC 2143
Meal Management . . .	HEC 2213
Total	15 hrs.

The Home Economics Department at most universities offer several majors in addition to home economics education. These usually include Child Development, Consumer Economics and Home Management, Clothing Merchandising, Home Furnishings or Interior Design, and Foods and Nutrition. By proper substitutions into the above course outline, a student may meet the lower division requirements for another option.



**COURSE XXVII**  
**Secondary Education**  
**+ Science Majors—Biology**

**First Year**

**First Semester**

English	
Composition I . . . . .	ENG 1113
College Algebra . . . . .	MAT 1313
General Chemistry I . . . . .	CHE 1214
History . . . . .	3
Botany I . . . . .	BIO 1313
Physical Education . . . . .	1
Total	17 hrs.

**Second Semester**

English	
Composition II . . . . .	ENG 1123
Trigonometry . . . . .	MAT 1323
General Chemistry II . . . . .	CHE 1224
History . . . . .	3
Botany II . . . . .	BIO 1323
Physical Education . . . . .	1
Total	17 hrs.

**Second Year**

**First Semester**

Literature . . . . .	3
Zoology I . . . . .	BIO 2414
Social Science . . . . .	3
General	
Psychology I . . . . .	PSY 1513
Fine Arts . . . . .	3
Total	16 hrs.

**Second Semester**

Literature . . . . .	3
Zoology II . . . . .	BIO 2424
Social Science . . . . .	3
Adolescent	
Psychology . . . . .	EPY 2523
Personal and Community	
Health I . . . . .	HPR 1213
Total	16 hrs.

+By proper substitution into the above course outline, a student may meet the lower division requirements for teacher certification in Chemistry, Physics, Combined Science, General Science, or Earth Science.



## HOLMES JUNIOR COLLEGE

**COURSE XXVIII**  
**Secondary Education**  
**Mathematics Majors**

**First Year**

## First Semester

English	
Composition I . . . . .	ENG 1113
College Algebra . . . . .	MAT 1313
History . . . . .	3
Fine Arts . . . . .	3
Biological Science . . . . .	3
Physical Education . . . . .	1
Total	16 hrs.

## Second Semester

English	
Composition II . . . . .	ENG 1123
Trigonometry . . . . .	MAT 1323
History . . . . .	3
Oral Communication . . . . .	SPT 1113
Biological Science . . . . .	3
Physical Education . . . . .	1
Total	16 hrs.

**Second Year**

## First Semester

Literature . . . . .	3
Calculus IA . . . . .	MAT 1613
General	
Psychology I . . . . .	PSY 1513
Personal and Community	
Health I . . . . .	HPR 1213
+Physical Science . . . . .	3 or 4
Total	16 hrs.

## Second Semester

Literature . . . . .	3
Calculus IIA . . . . .	MAT 1623
Adolescent	
Psychology . . . . .	EPY 2523
American National	
Government . . . . .	PSC 1113
+Physical Science . . . . .	3 or 4
Total	16 hrs.

+PHY 2414 and PHY 2424 are suggested to meet the physical science requirement.



**COURSE XXIX**  
**Secondary Education**  
**Business Education**

**First Year**

**First Semester**

English	
Composition I . . . . .	ENG 1113
General	
Psychology I . . . . .	PSY 1513
History . . . . .	3
Real Number	
System . . . . .	MAT 1723
Music Appreciation (MUS 1113)	
or Art Appreciation ART 1113	
Physical Education . . . . .	1
Total	16 hrs.

**Second Semester**

English	
Composition II . . . . .	ENG 1123
Adolescent	
Psychology . . . . .	EPY 2523
History . . . . .	3
Principles of	
Accounting I . . . . .	ACC 1213
American National	
Government . . . . .	PSC 1113
Physical Education . . . . .	1
Total	16 hrs.

**Second Year**

**First Semester**

Principles of	
Accounting II . . . . .	ACC 1223
Principles of	
Economics I . . . . .	ECO 2113
Elective . . . . .	1
Botany I . . . . .	BIO 1313
Literature . . . . .	3
Physical Science	
Survey I . . . . .	PHY 2213
Total	16 hrs.

**Second Semester**

Oral Communication .SPT 1113	
Personal and Community	
Health I . . . . .	HPR 1213
Elective . . . . .	1
Zoology I . . . . .	BIO 2414
Literature . . . . .	3
Physical Science	
Survey II . . . . .	PHY 2223
Total	17 hrs.



## HOLMES JUNIOR COLLEGE

**COURSE XXX**  
**Secondary Education**  
**Industrial Arts**

**First Year**

## First Semester

English	
Composition I . . . . .	ENG 1113
Engineering	
Drawing I . . . . .	GRA 1112
Woodwork I . . . . .	IED 1213
Physical Science	
Survey I . . . . .	PHY 2213
Mathematics	
or History and	
Appreciation of the	
Artcrafts (IED 2413) . . . . .	3
Physical Education . . . . .	1
Total	15 hrs.

## Second Semester

English	
Composition II . . . . .	ENG 1123
Engineering	
Drawing II . . . . .	GRA 1122
Woodwork II . . . . .	IED 1223
Mathematics	
or History and	
Appreciation of the	
Artcrafts (IED 2413) . . . . .	3
Oral Communication .SPT 1113	
Physical Education . . . . .	1
Total	15 hrs.

**Second Year**

## First Semester

General Metal Work . . . . .	IED 2313
Literature . . . . .	3
History . . . . .	3
General	
Psychology I . . . . .	PSY 1513
American National	
Government . . . . .	PSC 1113
Elective . . . . .	1
Total	16 hrs.

## Second Semester

Forging and Welding . . . . .	IED 2323
Literature . . . . .	3
History . . . . .	3
Personal and Community	
Health I . . . . .	HPR 1213
Adolescent	
Psychology . . . . .	EPY 2523
Biological	
Science . . . . .	(3 or 4)
Total	18 or 19 hrs.



## COURSE XXXI Industrial Technology

### First Year

#### First Semester

English	
Composition I . . . . .	ENG 1113
Engineering	
Drawing I . . . . .	GRA 1112
Woodwork I . . . . .	IED 1213
College Algebra . . . . .	MAT 1313
General	
Psychology I . . . . .	PSY 1513
Physical Education . . . . .	1
Total	15 hrs.

#### Second Semester

English	
Composition II . . . . .	ENG 1123
Engineering	
Drawing II . . . . .	GRA 1122
Woodwork II . . . . .	IED 1223
Trigonometry . . . . .	MAT 1323
American National	
Government . . . . .	PSC 1113
Physical Education . . . . .	1
Total	15 hrs.

### Second Year

#### First Semester

General Physics I . . . . .	PHY 2414
General	
Chemistry I . . . . .	CHE 1214
Calculus IA . . . . .	MAT 1613
General Metal Work . . . . .	IED 2313
History . . . . .	3
Total	17 hrs.

#### Second Semester

General Physics II . . . . .	PHY 2424
General	
Chemistry II . . . . .	CHE 1224
Principles of	
Economics II . . . . .	ECO 2123
Forging and Welding . . . . .	IED 2323
Oral Communication . . . . .	SPT 1113
Total	17 hrs.



**COURSE XXXII**  
**Business and Commerce**

**First Year**

**First Semester**

English	
Composition I . . . . .	ENG 1113
History . . . . .	3
Behavioral	
Science . . . . .	3
College Algebra . . . . .	MAT 1313
Oral Communication (SPT 1113)	
or American National	
Government . . . . .	PSC 1113
Physical Education . . . . .	1
Total	16 hrs.

**Second Semester**

English	
Composition II . . . . .	ENG 1123
History . . . . .	3
Fine Arts . . . . .	3
Finite Mathematics . . . . .	MAT 1333
American National	
Government (PSC 1113)	
or Oral	
Communication . . . . .	SPT 1113
Physical Education . . . . .	1
Total	16 hrs.

**Second Year**

**First Semester**

Literature . . . . .	3
Science . . . . .	3
Principles of	
Economics I . . . . .	ECO 2113
Business Law I . . . . .	BAD 2413
Principles of	
Accounting I . . . . .	ACC 1213
Elective . . . . .	1
Total	16 hrs.

**Second Semester**

Literature . . . . .	3
Science . . . . .	3
Principles of	
Economics II . . . . .	ECO 2123
Business	
Statistics . . . . .	BAD 2323
Principles of	
Accounting II . . . . .	ACC 1223
Elective . . . . .	1
Total	16 hrs.



## TECHNICAL EDUCATION

The programs of study set forth on the following pages are designed to lead to the Associate of Applied Science Degree from this college. They are designed for the student who desires to go to work upon completion of two years of college. These programs are referred to as terminal programs. They are not designed for transfer.

Students applying for admission in Technical Education must meet the same admission requirements as other college students. Although all courses offered in every program are college-level courses, most programs contain some courses which will not apply toward a bachelor's degree.

The student who completes the requirements for the Associate of Applied Science Degree is prepared to enter employment at the level of the semi-professional or technician. The demand for trained people at this level is very great, and it is expected to become greater.

### TECHNICAL EDUCATION PROGRAMS

Business and Office Technology

- (a) Accounting Clerk—One-Year Certificate
- (b) Clerk Typist—One-Year Certificate
- (c) Secretarial—One-Year Certificate and/or  
Associate of Applied Science Degree

Data Processing

Drafting and Design

Building and Construction

Child Care

Radio and Television Broadcasting

Postal Management

Police Science

Banking and Finance



**COURSE XXXIII**  
**Business And Office Technology**

**First Year**  
**(a) Accounting Clerk**

First Semester	Second Semester
English	English
Composition I .....ENG 1113	Composition II ....ENG 1123
Secretarial	Oral
Accounting .....TAC 1114	Communication ....SPT 1113
Records	Business
Management .....TBO 1313	Communications ..TBO 2613
Data Processing I ....TDP 1115	Typewriting .....3
Office Machines .....TBO 1513	Principles of
Total 18 hrs.	Management .....TBA 2513
	Total 15 hrs.

**(b) Clerk Typist**

First Semester	Second Semester
English	English
Composition I .....ENG 1113	Composition II ....ENG 1123
*Typewriting .....3	Typewriting .....3
Office Machines .....TBO 1513	Office Appliances ....TBO 2523
Records	Business
Management .....TBO 1313	Communications ..TBO 2613
Secretarial	Oral
Practice .....TBO 1413	Communication ....SPT 1113
Social Usage .....HEC 1111	Reading .....2
Total 16 hrs.	Total 17 hrs.

**(c) Secretarial Option**

First Semester	Second Semester
English	English
Composition I .....ENG 1113	Composition II ....ENG 1123
*Typewriting .....3	Typewriting .....3
Social Usage .....HEC 1111	Intermediate
Office Machines .....TBO 1513	Shorthand II .....TBO 2223
Reading .....2	Office Appliances ....TBO 2523
**Elective .....3	Business
Records	Communications ..TBO 2613
Management .....TBO 1313	Data Entry and
Total 18 hrs.	File Manipulation ..TDP 1112
	Total 17 hrs.



**Second Year**  
**(Secretarial Only)**

**First Semester**

Secretarial Accounting .....	TAC 1114
Secretarial Practice .....	TBO 1413
Advanced Shorthand III .....	TBO 3233
Typewriting .....	3
Business Law I .....	TBA 2413
Total	16 hrs.

**Second Semester**

Principles of Management .....	TBA 2513
Dictation and Transcription IV ...	TBO 4243
Oral Communication ....	SPT 1113
Secretarial Practicum .....	TBO 4713
Elective .....	3
Total	15 hrs.

\*Students with a year of high school typewriting normally schedule the intermediate level course. If these students elect (with the approval of the Academic Dean) to schedule the elementary level course, the credit earned may be applied toward a one-year Certificate or a two-year Certificate of Graduation only. The credit would not apply toward an Associate of Applied Science degree.

\*\*Students who do not have one unit of high school shorthand are required to schedule TBO 1213 - Elementary Shorthand I.

A student who successfully completes the Accounting Clerk program is prepared to perform a variety of calculating, bookkeeping, and typewriting duties necessary for initial employment in positions such as accounts payable or accounts receivable clerk, abstract examination clerk, or tax record clerk.

A student who successfully completes the Clerk-Typist program is prepared to fill general clerical positions in which skills such as typewriting, filing, and machine calculation are required.

A student who successfully completes the One-Year Secretarial curriculum is trained to enter the business world as a receptionist, general clerical employee, or stenographer.

A student who successfully completes the Two-Year Secretarial curriculum is competent to schedule appointments, give information to callers, handle mail, take dictation, act as an office hostess, and otherwise relieve officials of minor administrative and business details.



## HOLMES JUNIOR COLLEGE

COURSE XXXIV  
Data Processing

## First Year

## First Semester

English	
Composition I . . . . .	ENG 1113
College Algebra . . . . .	MAT 1313
Data Processing I . . . . .	TDP 1115
Principles of	
Accounting I . . . . .	ACC 1213
Elective . . . . .	1
Total	15 hrs.

## Second Semester

English	
Composition II . . . . .	ENG 1123
Finite Mathematics . . . . .	MAT 1333
Data Processing II . . . . .	TDP 2115
Accounting Practice	
Case I . . . . .	ACC 1211
Principles of	
Accounting II . . . . .	ACC 1223
Total	15 hrs.

## Second Year

## First Semester

Principles of	
Economics I . . . . .	ECO 2113
Business Law I . . . . .	TBA 2413
Computer Business	
Applications . . . . .	TDP 3115
American National	
Government . . . . .	PSC 1113
Oral	
Communication . . . . .	SPT 1113
Total	17 hrs.

## Second Semester

Business	
Communications . . . . .	TBO 2613
General	
Psychology I . . . . .	PSY 1513
Cost Accounting . . . . .	ACC 2313
Systems Analysis and	
Design . . . . .	TDP 4224
Advanced	
Programming . . . . .	TDP 4234
Total	17 hrs.

This program is designed to develop a business-oriented individual trained to perform such jobs as data entry operators, computer operators, or programmers. Advancement possibilities would include the following positions: data processing managers, custom engineers, systems analysts, or other managerial positions.

Throughout the program, students are confronted with simulated projects and problems that are prevalent in today's business operations. An individual will learn to analyze a business problem and formulate the solution to the problem using electronic data processing application training.



**COURSE XXXV**  
**Drafting and Design Technology**

**First Year**

**First Semester**

English	
Composition I . . . . .	ENG 1113
Fundamentals of	
Drafting . . . . .	TGR 1113
Technical	
Mathematics I . . . . .	TMA 1113
Computational	
Methods . . . . .	TEG 1113
*Cost and	
Estimating I . . . . .	TBC 3143
Reading . . . . .	2
Total	17 hrs.

**Second Semester**

English	
Composition II . . . . .	ENG 1123
Descriptive	
Geometry . . . . .	TGR 2123
Technical	
Mathematics II . . . . .	TMA 2123
Industrial	
Psychology . . . . .	TPY 2113
Machine Drafting . . . . .	TGR 2135
Total	17 hrs.

**Second Year**

**First Semester**

Electrical-Piping-Sheet	
Metal Drafting . . . . .	TGR 3145
Architectural	
Drafting . . . . .	TGR 3155
Physics . . . . .	TPH 3123
Statics and Strength of	
Materials . . . . .	TEG 3133
Total	16 hrs.

**Second Semester**

Structural Drafting . . . . .	TGR 4165
Map and Topographic	
Drawing . . . . .	TGR 4174
Physics . . . . .	TPH 4123
Surveying . . . . .	TEG 4143
Oral	
Communication . . . . .	SPT 1113
Total	18 hrs.

\*ECO 2113 or ART 1313 may be substituted at the advisors discretion.



## HOLMES JUNIOR COLLEGE

# **COURSE XXXVI** **Building and Construction Technology** **First Year**

## First Semester

## English

Composition I .....ENG 1113

## Technical

Mathematics I .....TMA 1113

## Fundamentals

of Carpentry .....TBC 1113

## Fundamentals

of Drafting .....TGR 1113

## Blue Print Reading-

Building Trades ...TBC 1123

Reading .....2

Total 17 hrs.

## Second Semester

## English

Composition II ....ENG 1123

## Technical

Mathematics II ....TMA 2123

## Contracts and

Specifications .....TBC 2153

Building Materials ...TBC 2133

## Construction Methods and

Equipment .....TBC 2163

## Descriptive

Geometry .....TGR 2123

Total 18 hrs.

## Second Year

## First Semester

## Architectural

Drafting .....TGR 3155

## Cost and

Estimating I .....TBC 3143

## Electrical House

Wiring .....TBC 3153

Elective .....3

## Oral

Communication ....SPT 1113

Total 17 hrs.

## Second Semester

Structural Drafting ...TGR 4165

Building Design .....TBC 4124

## Cost and

Estimating II .....TBC 4143

## Elementary

Surveying .....TEG 4143

Total 15 hrs.

Construction Technology is concerned with the designing, supervision, and construction of homes, commercial buildings, and other building projects. Emphasis is placed on Architectural Technology, which offers such projects as building specifications and codes, blueprint reading, building design, cost and estimates.

Some of the many jobs available to persons trained in this field include: architectural and engineering draftsmen, junior engineering, general contractor's assistant, manager or salesman for building materials and lumber companies, appraiser and inspector, and estimator.



**COURSE XXXVII**  
**Child Care Technology**

**First Year**

**First Semester**

English  
 Composition I .....ENG 1113  
 Art for Children .....TCC 1123  
 Child Development I .TCC 1154  
 Child Nutrition and Health  
 Care or Elective .....3  
 \*Elective .....2 or 3  
 Total 15 or 16 hours

**Second Semester**

English  
 Composition II .....ENG 1123  
 Music for Children ...TCC 2113  
 Child Development II .TCC 2154  
 First Aid .....TCC 2111  
 Child Nutrition and Health  
 Care or Elective .....2 or 3  
 Marriage and Family .SOC 2143  
 Total 16 or 17 hours

**Second Year**

**First Semester**

Physical and Motor  
 Development for  
 Children .....TCC 3143  
 Methods and Materials for  
 Teaching Children .TCC 3153  
 Literature for  
 Children .....TCC 3133  
 Day Care and Kindergarten  
 Practicum I .....TCC 3124  
 \*Elective .....3  
 Total 16 hours

**Second Semester**

Oral Communication .SPT 1113  
 Administration of Programs  
 for Young Children TCC 4113  
 Teaching the Special  
 Child .....TCC 4123  
 Day Care and Kindergarten  
 Practicum II .....TCC 4114  
 \*Elective .....3  
 Total 16 hours

\*Electives are to be selected with the approval of the advisor.



## HOLMES JUNIOR COLLEGE

## COURSE XXXVIII

## Radio and Television Broadcasting Technology

## First Year

## First Semester

English	
Composition I . . . . .	ENG 1113
Reading . . . . .	2
*Elective . . . . .	3
FCC License . . . . .	TRT 1121
Introduction to Broadcasting . . . . .	TRT 1113
Announcing . . . . .	TRT 1134
Total	16 hrs.

## Second Semester

English	
Composition II . . . . .	ENG 1123
Reading . . . . .	2
Elective . . . . .	3
Radio Production . . . . .	TRT 2144
Radio News . . . . .	TRT 2113
FCC License . . . . .	TRT 2121
Total	16 hrs.

## Second Year

## First Semester

Elective . . . . .	3
Oral Communication .SPT 1113	
Mass Communications I .TRT 3133	
Radio and Television Writing . . . . .	TRT 3163
Television Production . . . . .	TRT 3164
Total	16 hrs.

## Second Semester

Electives . . . . .	6
Mass Communications II .TRT 4143	
Station Administration . . . . .	TRT 4153
Radio and Television Broadcasting Laboratory . . . . .	TRT 4124
Total	16 hrs.

\*Electives are to be selected with the approval of the advisor.



## COURSE XXXIX

### Postal Management Technology

#### General Education Courses

Principles of Accounting I . . . . .	ACC 1213	English Composition I . . . . .	ENG 1113
Principles of Accounting II . . . . .	ACC 1223	English Composition II . . . . .	ENG 1123
Business Mathematics . . . . .	BAD 1313	General Psychology I . . . . .	PSY 1513
Introduction to Data Processing . . . . .	TDP 1114	Introduction to Sociology . . . . .	SOC 2113
Principles of Economics I . . . . .	ECO 2113	Oral Communication (Speech) . . . . .	SPT 1113
Principles of Economics II . . . . .	ECO 2123	Free Electives . . . . .	9

Total 43 hrs.

#### Postal Management Technology Courses

(These courses are taught only in the evening class program on a "need" basis.)

History and Organization of Postal Service . . . . .	TPM 1113	Customer Services . . . . .	TPM 2123
Employee and Labor Relations . . . . .	TPM 1123	Postal Problem Analysis . . . . .	TPM 2133
Personnel Management . . . . .	TPM 1133	Support Services . . . . .	TPM 2143
Mail Processing I and II . . . . .	TPM 2113		

Total 21 hrs.

Postal Management Technology is a technical program designed for persons employed by the postal service. The Associate of Applied Science degree with a major in postal management is awarded upon completion of the program. The courses provide the student with the general education background as well as postal related courses. There is no fixed schedule of TPM courses. The courses offered each term are determined by the survey completed by postal employees.



**COURSE XL**  
**Police Science Technology**

**General Education Courses**

English Composition I .....	ENG 1113
English Composition II .....	ENG 1123
*Restricted Electives .....	15

Total 21 hrs.

\*Select five (5) courses from the following:  
Adolescent Psychology, EPY 2523; First Aid and Civil Defense, HPR 2213; American National Government, PSC 1113; American State and Local Government, PSC 1123; General Psychology I, PSY 1513; Introduction to Sociology, SOC 2113; Oral Communication (Speech), SPT 1113.

**Police Science Technology Courses**

(These courses are taught only in the evening class program on a "need" basis.)

Survey of the Criminal Justice System .....	TPS 1113	Criminal Investigation II .....	TPS 1173
Police Administration and Organization .....	TPS 1123	Deviant Behavior .....	TPS 1183
Criminology .....	TPS 1133	Law of Evidence .....	TPS 1193
Police Operations .....	TPS 1143	Criminal Procedure .....	TPS 2113
Criminal Law .....	TPS 1153	Crime Prevention .....	TPS 2114
Criminal Investigation I .....	TPS 1163	**Technical Electives .....	9

Total 43 hrs.

\*\*A minimum of nine (9) semester hours to be selected from the following: Police and Community Relations, TPS 2123; Police Science and the Juvenile, TPS 2133; Vice and Narcotics, TPS 2143; Internship to Police Science, TPS 2164; Defense Tactics, TPS 2172.

In addition to the electives listed above, a number of short courses (15 clock hours, one semester hour credit) will be available on specific subjects. These will include the following: Motor Vehicle Theft, Accident Investigation, Sex Crimes, Police Management and



Leadership, Advanced Narcotics Investigation, Legal Matters, Homicide Investigation, Burglary Investigation, Domestic Disputes, Shoplifting Prevention, and other subjects as needed.

Police Science Technology is a technical program designed for persons working in the area of law enforcement, and for those who wish to obtain employment in this field. The Associate of Applied Science degree with a major in police science is recognized as being valuable for entry into this profession and also for promotional consideration. The courses provide the student with the general education background as well as the specific training needed for success in law enforcement. There is no fixed schedule of TPS courses. The courses offered each term are determined by a survey completed by law enforcement personnel.





**COURSE XLI**  
**Banking and Finance Technology**

**General Education Courses**

Principles of Accounting I . . . . .	ACC 1213	English Composition I . . . . .	ENG 1113
Principles of Accounting II . . . . .	ACC 1223	English Composition II . . . . .	ENG 1123
Business Law I . . . . .	TBA 2413	General Psychology I . . . . .	PSY 1513
Principles of Management . . . . .	TBA 2513	Oral Communication (Speech) . . . . .	SPT 1113
Principles of Economics I . . . . .	ECO 2113		

Total 27 hrs.

**Banking and Finance Technology Courses**

(These courses are taught only in the evening class program on a "need" basis.)

Principles of Banking . . . . .	TBF 1113	Marketing for Bankers . . . . .	TBF 2123
Money and Banking . . . . .	TBF 1123	Investments . . . . .	TBF 2133
Analyzing Financial Statements . . . . .	TBF 1133	Fundamentals of Bank Data Processing . . . . .	TBF 2153
Bank Management . . . . .	TBF 1143	*Technical Electives . . . . .	9
Supervision and Personnel Administration . . . . .	TBF 1173		
Business Mathematics . . . . .	TBF 1193		
Credit Administration . . . . .	TBF 2113		

Total 39 hrs.

\*See Banking and Finance course descriptions. Foundations of Banking area, three (3) semester hours; Banking Functions area, six (6) semester hours.

Banking and Finance Technology is a technical program offered cooperatively by Holmes Junior College and the American Institute



of Banking (AIB). The college has signed a letter of understanding with AIB whereby credit earned in this curriculum will count toward both an Associate degree from Holmes Junior College and certificates awarded by AIB. The banking and finance courses are administered by the Central Mississippi Study Group of the AIB—a group of bank employees. There is no fixed schedule of TBF courses. The courses offered each term are determined by a survey conducted by the study group.

This program is designed for persons employed by a bank, and for those who wish to obtain employment in this field. The courses provide the student with the general education background as well as the specific training needed for success in the banking industry. Upon successful completion of the program, a student is eligible for the Associate of Applied Science degree from Holmes Junior College and the AIB Advanced Certificate. By proper selection of courses, a student may become eligible for the AIB Basic Certificate upon completing 15 semester hours and the AIB Standard Certificate upon completing 36 semester hours.



**VOCATIONAL EDUCATION**

The Division of Vocational Education provides programs of study, facilities, and instruction of high quality to every youth and adult who possesses the desire and capability to acquire the knowledge and skills which will enable him to successfully enter and compete in the world of work. Specific occupational training is offered in seven courses of study, each having the objective of aiding students in developing those skills, attitudes, understandings, work habits, and knowledge which will lead to a productive, personally satisfying, and socially useful life.

All on-campus vocational courses accept new students at the beginning of each semester, the mid-point of each semester, and at the beginning of the nine-week summer session. Acceptance is contingent upon there being a vacancy in a course and the student meeting the admissions requirements.

A certificate is awarded upon successful completion of vocational courses.





**COURSE XLII****Agricultural Mechanics****Page**

This program is designed to prepare students for farm machinery mechanic and service occupations. Topics included in the instructional program are: repair and overhaul of gas and LP engines; repair and overhaul of diesel engines; hydraulic systems; transmissions; differentials; cotton pickers; combines; welding; and other farm machinery. This course requires the equivalent of four semesters of class attendance for completion. It meets six clock hours a day for five school days per week (30 hours per week). The class is limited to twenty students.

**COURSE XLIII****Automobile Mechanics****Myrick, Rigby**

The many problems and techniques related to the various types of automotive equipment and tools are stressed through lecture and recitation. Actual shop work is required. This work gives students much practical experience in overhauling engines, transmissions, clutches, rear ends; replacing and adjusting brakes; and other practices that are encountered in the repairing of various makes and models of automotive equipment. This course requires the equivalent of four semesters of class attendance for completion. It meets six hours a day for five school days per week (30 hours per week). The two classes are limited to forty students.



**COURSE XLIV****Cosmetology****Hutchison, Melton**

This course is designed for students who desire to become Cosmetologists. It is approved by the State Board of Education and the Mississippi State Board of Cosmetology. A student who satisfactorily completes this course will be issued a certificate which entitles her to take the State Cosmetology Board examination for a license to become a hairdresser in the State of Mississippi.

This course requires that students meet class for a minimum of 1500 clock hours. The students meet class for 36¼ hours per week during the regular school year and during the summer session. The two classes are limited to forty students.

**COURSE XLV****Machine Shop****Mason**

The objective of this course is to train students in the fundamental operations of machine tools and to equip them to enter production as efficiently trained machinists. Classroom work includes mechanical drawing, mathematical problems, and studies related to the various phases of machine shop work, laboratory work, or actual shop practice. It also consists of training in bench work, lathe work, milling machine operations, drill presses, metal planers, dole saws, instrument reading, tool making, etc. This course requires the equivalent of four semesters of class attendance for completion. It meets six clock hours a day for five school days per week (30 hours per week). The class is limited to twenty students.



**COURSE XLVI****Electronic Servicing****Arnett**

This course is designed to give the student training in basic electronic theory; AM and FM receiver construction and maintenance, radio and television maintenance and repair. Two-way radio construction, service and alignment procedures; and the proper use of tools and test instruments.

Basic electronics, circuit theory, servicing, operation, and alignment procedures will be taught on live equipment to familiarize the student with actual on-the-job troubles. Special emphasis will be placed on solid-state equipment and future technological developments. The student will also be subjected to selected information to prepare for the second-class FCC commercial license examination.

This course requires the equivalent of four semesters of class attendance for completion. It meets six clock hours a day for five school days per week (30 hours per week). The class is limited to twenty students.

**COURSE XLVII****Refrigeration and Air Conditioning****McKibben**

The objective of this course is to train students in the principles of refrigeration and refrigerant chemicals; types of refrigeration units and systems, compressors, evaporators, and condensers; the overhaul and repair of compressors, controls, valves, motors, seals, thermostats; refrigerator troubles and symptoms; service tests and methods; installation methods, safety rules and equipment; principles, operation, and care of air-conditioning units and systems; ducts, air-flow, air filtering, washing, dehumidifying and cooling; heat loss and heat load calculations; duct design and air duct distribution systems. This course requires the equivalent of four semesters of class attendance for completion. It meets six clock hours a day, five days a week (30 hours per week). The class is limited to twenty students.



**COURSE XLVIII****Welding****Taylor, Burrell**

The objective of this course is to train students in the fundamental operations of welding equipment. This course gives the students much practical experience in electric arc welding, oxygen-acetylene welding, inert gas and semi-automatic welding. The student will also gain experience in types of machines, rods metallurgy, weldability, and settings. This course requires the equivalent of two semesters of class attendance for completion. It meets six hours per day, five days per week (30 hours per week). The two classes are limited to forty students.

**COURSE XLIX****Practical Nursing**

**Note: This course is not taught on campus.**

This is a twelve-month course designed to prepare qualified men and women to become, upon completion of the prescribed course of study and satisfactory writing of the State Board Examination, Licensed Practical Nurses. The first four months foundation period offers instruction in orientation to practical nursing, health, normal nutrition, human development, introduction to nursing the patient, introduction to illness, and nursing care of selected patients.

The remaining eight months of training offer clinical experience and theory in medical-surgical nursing, pediatric nursing, and maternity nursing. A certificate is awarded upon completion of the course. Each class is limited to fifteen students.



**COURSE XL****Auto Body and Fender Repair****Horne**

The training in Auto Body and Fender Repair includes the basic theory, assortment, and use of hand tools in the automotive trade; the principles of panel installation; aligning doors and panels and straightening frames; and the use of hydraulic jacks and practical related laboratory projects. A thorough knowledge of the construction, removal and replacement of body panels is also included in this area of training. The students learn the techniques of applying fender, floor, and truck patches with practical related laboratory projects in each area. The theory of estimating damage and the cost of repairing wrecks is also included.

Students study the theory and techniques of automobile painting, use of the acrylic paint, lacquer and enamel, construction and operation of the necessary equipment such as air requirements, types of spray patterns, spray gun care and operation, sanding, masking, removing paint, painting over bare metal, painting lacquer over lacquer, spot painting, off spot mixing colors, and the related laboratory projects. This area of training also includes the principles of arc and gas welding. This course requires the equivalent of four semesters of class attendance for completion. It meets six hours a day for five school days per week (30 hours per week). The two classes are limited to forty students.

**KOSCIUSKO SKILL CENTER****Automotive Mechanics****Skelton**

This course is designed to provide the student with the necessary theory and manipulative training to enter the automotive field as a general automotive repair technician and to advance satisfactorily. The course includes all phases of automotive repair and use of testing equipment. Heavy emphasis is placed on engines, power train, brakes and suspension system and electric system. Related education and employability skills training is emphasized.

This course runs for 12 months open-entry-open-exit, meeting 7 hours per day for 5 school days per week (35) hours per week. The class is limited to 15 students.



**Metal Fabrication Cluster****Bingham**

The objective of this course is to train students in the fundamental operation and set-ups of various metal production machines, such as squaring shears, punch presses, notching machines, brake presses and spot welding. The student will be given blueprint reading, related education and employability skills training.

The course runs for 6 months open-entry-open-exit, meeting 7 hours per day, 5 days per week. The class is limited to 15 students.

**Combination Welding****Blackstock**

The combination welding course provides comprehensive vocational training in all facets of the welding field. Students learn to work with blueprints and to set up and operate hand and semi-automatics electric arc, oxygen acetylene, and inert gas (heliarc) welding equipment. Basic units of instruction include: all position welding (flat, vertical, horizontal, and overhead), brazing soldering, cutting, cast iron welding, pipe welding and stainless steel and aluminum welding.

The course runs for 6 months open-entry-open-exit, meeting 7 hours per day 5 days per week. The course is limited to 15 students.

**Residential and Light Industrial Electricity****Kelly**

This course is designed to train the students to perform the following jobs at an occupational entry level. 1. Completely wire or rewire residence to code of specifications. 2. Install commercial conduit electrical systems. 3. Design residential wiring systems. 4. Perform general plant electrical maintenance work. The students are taught to use the necessary tools, equipment and testing devices.

The course runs for 6 months open-entry-open-exit, meeting 7 hours per day for 5 school days per week (35) hours per week. The class is limited to 10 students.



## ACADEMIC

The following course descriptions indicate the number of lectures and laboratory periods per week. Credit is awarded in terms of semester hours. The last digit in the course number always indicates the hours credit awarded for satisfactory completion.

## ACCOUNTING

### Covington

#### **ACC 1213—Principles of Accounting I.**

A study of the elementary accounting principles as applied to the various forms of business organizations, and an introduction to specialized fields of accounting. Three lectures. Three hours credit.

#### **ACC 1223—Principles of Accounting II (Prerequisite: ACC 1213).**

A continuation of Accounting 1213. Three lectures. Three hours credit.

#### **ACC 1211—Accounting Practice Case I (Prerequisite: ACC 1213 or concurrent enrollment).**

Completion of two practice sets for single proprietorships. One business uses the sales, cash receipts, purchases, and cash payments journals and the other uses the voucher system. Two hours laboratory. One hour credit.

#### **ACC 2313—Cost Accounting (Prerequisite: ACC 1223).**

The course includes the fundamental principles employed in accounting for the three elements of cost; materials, labor, and factory overhead expenses; the application of these principles in a job order system of cost accounting, a process system of cost accounting, and a standard cost system; and various miscellaneous techniques used in cost accounting. Three lectures. Three hours credit.



## ART

## Levanway

**ART 1113—Art Appreciation.**

A simple approach to the understanding of the plastic arts (drawing, architecture, sculpture, painting, graphics minor art, and industrial arts) on a conceptual basis. Three lectures. Three hours credit.

**ART 1313—Drawing I.**

Study of basic principles of construction of visual forms. Emphasis on line, perspective, and shading. Use of black and white—media: pencil and charcoal. Required of art majors. Six hours laboratory. Three hours credit.

**ART 1323—Drawing II (Prerequisite: ART 1313).**

Introduction to color dynamics and precision drawing as used in creative expression. Emphasis on composition. Required of art majors. Six hours laboratory. Three hours credit.

**ART 1413—Design I.**

Emphasis on principles and materials in visual design. Introduction to theory and terms. Use of color theory and elementary lettering. Six hours laboratory. Three hours credit.

**ART 1423—Design II (Prerequisite: ART 1413).**

Continuation of basic principles of design, color and texture. Creative approach to the three dimensional design. Study of methods of water color, tempera and fluid media. Required of art majors. Six hours laboratory. Three hours credit.

**ART 2313—Drawing III (Prerequisite: ART 1323).**

Fluid media techniques; wash drawing. Interpretation and composition emphasized. Two lectures and four hours laboratory. Three hours credit.

**ART 2323—Drawing IV (Prerequisite: ART 2313).**

Fluid media techniques; wash drawing, interpretation and composition emphasized. Two lectures and four hours laboratory. Three hours credit.

**ART 2503—Painting for non majors.**

Techniques used in painting water colors, oils, pastel or other media, in still life and landscape pictures. Three hours laboratory. Three hours institutional credit. (Not designed to transfer).



**ART 2513—Painting I (Prerequisite: ART 1313 and ART 1413).**

Techniques used in painting water colors, oils, pastel or other media in still life and landscape pictures. Six hours laboratory. Three hours credit.

**BUSINESS ADMINISTRATION**

Covington, Earle

**BAD 1313—Business Mathematics.**

Emphasis is placed on the study of the fundamental processes, fractions, decimals, percentage, and problem solving. The application of these fundamental processes is applied toward the problems of business which the student will encounter in the various commercial fields. Three lectures. Three hours credit.

**BAD 2323—Business Statistics. (Prerequisite: MAT 1313).**

Introduction to statistical methods of collecting, presenting, analyzing, and interpreting, quantitative data for business management and control. Three lectures. Three hours credit.

**BAD 2413—Business Law I.**

This course is designed to acquaint the students with the fundamental principles of law as they relate to the basic legal problems of business transactions in our economy. Special attention will be given to an introduction to law; law of contracts; agencies and employment; negotiable instruments and commercial papers. Three lectures. Three hours credit.

**BIOLOGY**

Chambliss, Sims

**BIO 1313—Botany I.**

A laboratory course dealing with the application of biological principles to the study of plants including a survey of the kinds, their structure and function. Two lectures and two hours laboratory. Three hours credit.

**BIO 1323—Botany II (Prerequisite: BIO 1313).**

A continuation of BIO 1313. Two lectures and two hours laboratory. Three hours credit.



**BIO 2313—Dendrology (Prerequisite: BIO 1313).**

Identification, recognition, and morphological characteristics of woody plants. Two lectures, four hours laboratory and field work. Three hours credit.

**BIO 2414—Zoology I.**

A laboratory course dealing with the application of biological principles to the study of animals including a survey of the kinds, their structure, and function. Emphasis is on the invertebrates. Three lectures and two hours laboratory. Four hours credit.

**BIO 2424—Zoology II (Prerequisite: BIO 2414).**

A continuation of BIO 2414 with emphasis on the vertebrates. Two lectures and four hours laboratory. Four hours credit.

**BIO 2513—Human Anatomy and Physiology I (Prerequisite: BIO 2414).**

A study is made of the anatomy and physiology of the human body as an integrated whole with more detailed studies of the skeletal, muscular, and nervous systems. Two lectures and two hours laboratory. Three hours credit.

**BIO 2523—Human Anatomy and Physiology II (Prerequisite: BIO 2513).**

This is a continuation of Anatomy and Physiology 2513 in which the circulatory, respiratory, digestive, urinary, reproductive, and endocrine systems are studied. Two lectures and two hours laboratory. Three hours credit.

**BIO 2924—Microbiology.**

A survey of the microbes (microscopic organisms) of the plant and animal kingdoms, with emphasis and detailed study being placed on those affecting other forms of life, especially man. Laboratory is devoted to basic techniques of microbial study, such as culturing, identifying, control, anatomy and life cycles. Three lectures and two hours laboratory. Four hours credit.

**CHEMISTRY****Hicks, Kitchen****CHE 1214—General Chemistry I.**

This course covers the fundamental law and theories of chemistry, together with a study of the descriptive chemistry of the non-metallic elements. Three lectures and three hours laboratory. Four hours credit.



**CHE 1224—General Chemistry II (Prerequisite: CHE 1214).**

A study of the metals, their properties, uses, and identification. The topics of ionization, chemical equilibrium and the collodal state are taken up. Three lectures and three hours laboratory. Four hours credit.

**CHE 2424—Organic Chemistry I (Prerequisite: CHE 1224).**

Basic principles of carbon chemistry bonding, structure, and behavior: aliphatic compounds: identification and preparation of compounds. Three lectures and three hours laboratory. Four hours credit.

**CHE 2434—Organic Chemistry II (Prerequisite: CHE 2424).**

Continuation of Chemistry 2424. Aromatic and complex compounds. Three lectures and three hours laboratory. Four hours credit.

**ECONOMICS****Covington****ECO 2113—Principles of Economics I (Macroeconomics).**

An introduction to economic principles, problems, and policies with emphasis on the monetary system and national income theory and measurement. Three lectures. Three hours credit.

**ECO 2123—Principles of Economics II (Microeconomics).**

A continuation of ECO 2113 with emphasis on price and production theory and international trade. Three lectures. Three hours credit.

**EDUCATION****Blackmon****EDU 1311—Orientation.**

This course is designed to help the freshman adjust himself to college life. It includes a study of personal and social adjustments. It teaches effective study habits, reading methods, use of the library, note taking, report writing, and gives the student guidance in collegiate life. One lecture. One hour credit.



**ENGINEERING****Kitchin****EGR 2121—Computer Programming for Engineers. (Prerequisite: MAT 1323).**

Introduction to the theory of digital computers. Computational techniques; computer programming using the FORTRAN language. One lecture and one hour laboratory. One hour credit.

**EGR 2413—Engineering Mechanics (Statics, Strength & Dynamics).**

Engineering mechanics, vector algebra, vector calculus, force systems, equilibrium, friction, kinematics, kinetics of particles and rigid bodies, and vibrations. Three lectures. Three hours credit.

**ENGLISH****Bunch, Gill, Haley, Power****ENG 1103—Developmental English I.**

This course in writing stresses basic communication skills—writing of paragraphs, outlines, summaries and essays, general review of mechanics, and reading for ideas included. Three lectures and two hours laboratory. Three hours institutional credit. (Not designed to transfer)

**ENG 1113—English Composition I.**

A study of grammar and composition, with emphasis on the sentence and the paragraph. Readings, frequent themes. Three lectures. Three hours credit.

**ENG 1123—English Composition II (Prerequisite: ENG 1113).**

A continuation of ENG 1113 with emphasis on the whole composition. Readings, themes, and research paper required. Three lectures. Three hours credit.

**ENG 1203—Developmental English II.**

A continuation of ENG 1103. Three lectures and two hours laboratory. Three hours institutional credit. (Not designed to transfer)

**ENG 2223—American Literature I.**

Representative prose and poetry of the United States from Colonial beginnings through Walt Whitman. Three lectures. Three hours credit.



**ENG 2233—American Literature II.**

Representative prose and poetry of the United States from Walt Whitman to the present. Three lectures. Three hours credit.

**ENG 2323—English Literature I.**

A survey of English literature from Beowulf through the Age of Neo-Classicism. Three lectures. Three hours credit.

**ENG 2333—English Literature II.**

A survey of English literature from the Age of Revolution and Romance to the present time. Three lectures. Three hours credit.

**EDUCATIONAL PSYCHOLOGY**

**Henson**

**EPY 2513—Child Psychology (Human Growth and Development I).**

A course which deals with the various aspects of human growth and development. Problems studied include physical, mental, social, and emotional development from infancy through preadolescence. Special attention is given to the implications for education. Three lectures. Three hours credit.

**EPY 2523—Adolescent Psychology (Human Growth and Development II).**

A study of the individual during the adolescent years. Three lectures. Three hours credit.

**GEOGRAPHY**

**Bunch**

**GEO 1113—World Geography.**

A regional survey of the basic geographic features and major new developments of the nations of the world. Three lectures. Three hours credit.

**GRAPHICS AND DRAWING**

**Adams, Miles**

**GRA 1112—Engineering Drawing I.**

The use of instruments, geometric construction, orthographic projections, sectional views, and lettering. Four hours laboratory. Two hours credit.



**GRA 1122—Engineering Drawing II (Prerequisite: GRA 1112).**

Auxiliary views, dimensioning, isometric projections, oblique drawing, and fasteners. Four hours laboratory. Two hours credit.

**GRA 1142—Graphic Communications.**

Blueprint reading, general use of instruments, understanding basic lines and planes. Lettering theory of projection drawing; technical communication through orthographic, auxiliary, and oblique vision. Four hours laboratory. Two hours credit.

**GRA 1152—Visualization and Graphic Design (Prerequisite: GRA 1142).**

Freehand methods and practice in pictorial and orthographic projections. Detail and sectional graphic design problems involving the geometry of points, lines, and planes in space relationships. Four hours laboratory. Two hours credit.

**HOME ECONOMICS****Draper****HEC 1111—Social Usage.**

The essentials of good manners and accepted standards of social usage. One lecture and one two-hour laboratory during the semester. One hour credit.

**HEC 1121—Introduction to Home Economics.**

A survey of home economics designed to show the value of home economics in personal and family living as well as in professional opportunities. One lecture. One hour credit.

**HEC 1151—Consumer Economics.**

Family oriented consumer economics with emphasis on family budgeting, buying, credit acquisition and utilization, insurance and consumer behavior. One lecture. One hour credit.

**HEC 1213—Food Selection and Preparation.**

Principles of food selection, preparation, and service. One lecture and four hours laboratory. Three hours credit.

**HEC 1313—Elementary Clothing.**

Study of fabrics most commonly used; selection of materials and ready-made clothing. Selection and use of commercial patterns. Planning and construction of garments of cotton, wool, and synthetics. Use and accessorizing of costumes. Care of garments. One lecture and four hours laboratory. Three hours credit.



**HEC 1353—Art of Dress and Personal Grooming.**

Application of design principles of selection and coordination of clothing accessories. Emphasis is placed on individual grooming, figure problems, make-up techniques, and personal appearance for occupations and careers. Three lectures. Three hours credit.

**HEC 2213—Meal Management.**

Problems in planning, preparation, and service for average family meals as to nutritive requirements, food budgets and managerial principles. One lecture and four hours laboratory. Three hours credit.

**HISTORY**

**Brown, Butler, Williams**

**HIS 1113—Western Civilization I.**

A general survey of European history from ancient times to 1660 A.D. Three lectures. Three hours credit.

**HIS 1123—Western Civilization II.**

A general survey of Western civilization since 1660 A.D. Three lectures. Three hours credit.

**HIS 2213—American (U.S.) History I.**

This course is a survey of U.S. History from the period of discovery and exploration through the Reconstruction. Three lectures. Three hours credit.

**HIS 2223—American (U.S.) History II.**

This course is a survey of U.S. History from Reconstruction to the present. Three lectures. Three hours credit.

**HEALTH, PHYSICAL EDUCATION AND RECREATION**

**Kilpatrick, Kimble, Pool, Sullivan, Surles, Thomas**

**HPR 1111—General Activities (First Course).**

These courses include varied exercises and activities such as volleyball, etc. No lecture is involved. Not designed for physical education majors. Two classes. One hour credit.

**HPR 1121—General Activities (Second Course).**

Same description as HPR 1111. Two classes. One hour credit.



**HPR 1131—Varsity Sports.**

Participation in \_\_\_\_\_ varsity sport. One hour credit.  
(name sports)

**HPR 1141—Varsity Sports.**

Participation in \_\_\_\_\_ varsity sport. One hour credit.  
(name sports)

**HPR 1213—Personal and Community Health I.**

Application of principles and practices of healthful living to the individual and community: major health problems and the mutual responsibilities of home, school, and health agencies. Three lectures. Three hours credit.

**HPR 1313—Introduction to Health, Physical Education and Recreation.**

Introduction to the objectives, literature, and organizations of the profession. Analysis of successful teaching with discussion of the responsibilities and opportunity of professional personnel. Orientation of student to opportunities in the field. Three lectures. Three hours credit.

**HPR 1511—Team Sports (First Course).**

Lecture on rules and techniques in basketball, stunts and tumbling. Two classes. One hour credit.

**HPR 1521—Team Sports (Second Course).**

Lecture on rules and techniques in volleyball and softball. Two classes. One hour credit.

**HPR 1531—Individual and Dual Sports (First Course).**

Lecture and practice in paddle tennis and square dancing. Two classes. One hour credit.

**HPR 1541—Individual and Dual Sports (Second Course).**

Lecture and practice in badminton and tennis. Two classes. One hour credit.

**HPR 1551—Fitness and Conditioning Training.**

Lecture and practice in weight training. Three classes. One hour credit.

**HPR 1561—Fitness and Conditioning Training.**

Lecture and practice in weight training. Three classes. One hour credit.

**HPR 2111—General Activities (Third Course).**

Same description as HPR 1111. Two classes. One hour credit.



**HPR 2121—General Activities (Fourth Course).**

Same description as HPR 1111. Two classes. One hour credit.

**HPR 2131—Varsity Sports.**

Participation in \_\_\_\_\_ varsity sport. One hour credit.  
(name sports)

**HPR 2141—Varsity Sports.**

Participation in \_\_\_\_\_ varsity sport. One hour credit.  
(name sports)

**HPR 2213—First Aid and Civil Defense.**

First aid treatment as practiced by the American Red Cross: Standard, Advanced, and Instructor's Courses. Civil Defense adult education course teaching personal and family survival under nuclear attack and natural disaster. Three lectures. Three hours credit.

**HPR 2323—Recreational Leadership.**

Planning and leadership techniques for conducting community recreation centers, playgrounds, parks, and school recreation programs. Three lectures. Three hours credit.

**INDUSTRIAL EDUCATION****Adams****IED 1213—Woodwork I.**

Knowledge, appreciation, and skill in use of hand tools: woods, joints, finishes, fasteners, and job planning. Six hours laboratory. Three hours credit.

**IED 1223—Woodwork II.**

Mill practices and techniques. Machine tool operation: job planning and design. Six hours laboratory. Three hours credit.

**IED 2313—General Metal Work.**

Design in metal, new materials, jigs, machine processes, and metal finishes: construction of metal projects. Six hours laboratory. Three hours credit.

**IED 2323—Forging and Welding.**

Practice in handforging: annealing, hardening, and tempering of tool steel: gas and electric welding. Six hours laboratory. Three hours credit.



**IED 2413—History and Appreciation of the Artcrafts.**

Growth and development of the artcrafts through the ages; instructional materials; practical designs; construction of projects in art metal, leather, plastics, ceramics, and other handicrafts. One lecture and four hours laboratory. Three hours credit.

**JOURNALISM**

Irby

**JOU 1111—College Publications I.**

A laboratory course designed to give practical experience in working with the college yearbook, the *Horizons* or the college newspaper the *Growl*. Planning, lay-outs, typewriting, proofreading, and photography will be emphasized according to student interest. Two hours laboratory. One hour credit.

**JOU 1121—College Publications II.**

A continuation of JOU 1111. Two hours laboratory. One hour credit.

**JOU 2111—College Publications III.**

A laboratory course that will include coverage of news events on campus, photography, sports writing, and editorial writing. Advancement of skills in headline writing, copy editing, and make-up and design will be stressed. Two hours laboratory. One hour credit.

**JOU 2121—College Publications IV.**

A continuation of JOU 2111. Two hours laboratory. One hour credit.

**MATHEMATICS**

Boggan, Earle, Kimble

**MAT 1103—Developmental Math I.**

This course is designed for the student who is lacking in fundamental arithmetical skills. The course will cover the four fundamental operations in arithmetic: fractions, decimals, percentages, and verbal problems. Three lectures. Three hours institutional credit. (Not designed to transfer)

**MAT 1121—The Metric System.**

This course consists of the metric prefixes, metric lengths, metric volumes, metric weights, metric temperatures, metric heat units, the



conversion of metric units of measure to English units of measure, and the conversion of English units of measure to metric units of measure. One lecture. One hour credit.

**MAT 1213—College Mathematics I (Arithmetic & Algebra).**

This course is designed to develop for the student the mathematical concepts and techniques for a program in general education. The basic concepts of arithmetic and an introduction to the fundamentals of elementary algebra are presented. Three lectures. Three hours credit.

**MAT 1233—Intermediate Algebra (Prerequisite: One year high school algebra or MAT 1213).**

This course is designed for students whose qualifications are deficient for College Algebra and for students whose curriculum requires three hours of mathematics for graduation. Materials covered include algebraic factoring, fractions, problem solving, roots and radicals, quadratics, graphs, and simultaneous equations and basic geometric concepts. Three lectures. Three hours credit.

**MAT 1313—College Algebra (Prerequisite: Two years high school algebra or MAT 1233).**

This comprises a review of algebraic operations, systems of linear equations, and quadratic equations; and a study of logarithms, determinants, progressions, binomial theorem, partial fractions, and theory of equations. Three lectures. Three hours credit.

**MAT 1323—Trigonometry (Prerequisite: MAT 1313 or permission of Academic Dean).**

This course is a study of solutions of right and oblique triangles, identities, trigonometric equations, and polar and parametric equations. Three lectures. Three hours credit.

**MAT 1333—Finite Mathematics (Prerequisite: MAT 1313).**

Introduction to symbolic logic, set theory, probability theory, difference equations, linear programming, and game theory with applications oriented toward business decisionmaking and the behavioral sciences. Three lectures. Three hours credit.

**MAT 1613—Calculus IA.**

Coordinate systems; basic theorems of analytics; functions; limits; the derivative; the integral; differentiation and integration of algebraic functions; applications. Three lectures. Three hours credit.



**MAT 1623—Calculus IIA (Prerequisite: MAT 1613).**

Differentiation and integration of transcendental functions; the definite integral; methods of integration; applications. Three lectures. Three hours credit.

**MAT 1723—The Real Number System.**

Structure and properties of the number systems of arithmetic. Limited to students preparing to teach. Three lectures. Three hours credit.

**MAT 1733—Informal Geometry and Algebra.**

Basic ideas and structure of algebra; intuitive foundations of geometry. Limited to students preparing to teach. Three lectures. Three hours credit.

**MAT 2613—Calculus III A (Prerequisite: MAT 1623).**

Solid analytics; vectors; improper integrals; line integration. Three lectures. Three hours credit.

**MAT 2623—Calculus IV A (Prerequisite: MAT 2613).**

Infinite series; partial differentiation; multiple integrals. Three lectures. Three hours credit.

**MAT 2913—Differential Equations (Prerequisite: MAT 1623 and concurrent enrollment in MAT 2613).**

Solution of first and higher order differential equations; existence theorems; solution by series; and application to problems in geometry, physics, and chemistry. Three lectures. Three hours credit.

**MODERN FOREIGN LANGUAGE****Chisholm****MFL 1113—Elementary French I.**

This course is designed to develop basic language skills; speaking, reading, writing. Phonetic symbols are used to aid correct pronunciation, but the principle aid is to be found in the language laboratory. Three lectures and one hour laboratory. Three hours credit.

**MFL 1123—Elementary French II.**

A continuation of MFL 1113. Special drill on verb forms and uses, as well as idiomatic vocabulary, by means of oral and written exercises. Three lectures and one hour laboratory. Three hours credit.



**MFL 1313—Elementary German I.**

This course covers the fundamentals of grammar, conversation, and reading. Emphasis is not only on syntax but also on vocabulary and pronunciation with practice in listening and speaking. Three lectures and one hour laboratory. Three hours credit.

**MFL 1323—Elementary German II.**

A continuation of German 1313. Three lectures and one hour laboratory. Three hours credit.

**MFL 2113—Intermediate French I.**

A review of French grammar, and continued development of basic language skills. Reading materials are used which have literary and cultural value. Three lectures and one hour laboratory. Three hours credit.

**MFL 2123—Intermediate French II.**

Literary and cultural appreciation of the language and the country is enhanced by the reading of a book which pictures life in a typical French village, with class conversation concerning the contents of this book. Three lectures and one hour laboratory. Three hours credit.

**MFL 2313—Intermediate German I.**

This course is primarily a reading course. A review of grammar is provided as well as practice in comprehension and speaking. Three lectures and one hour laboratory. Three hours credit.

**MFL 2323—Intermediate German II.**

A continuation of German 2313. Three lectures and one hour laboratory. Three hours credit.

**MUSIC**

**Carter, Chisholm, Irby, Young**

**MUSIC FOUNDATIONS**

**(Education, Literature, and Theory)**

**MUS 1113—Music Appreciation.**

Listening course designed to give the student through aural perception, understanding and appreciation of music as a moving force in Western Culture. Three lectures. Three hours credit.



**MUS 1214, 1224, 2214, 2224—Music Theory I, II, III, IV.**

Recognition and part writing. Diatonic intervals, major and minor triads, rhythmic and melodic patterns. Correlated keyboard harmony and dictation. Sight singing in bass and treble clefs. Three lectures and two hours laboratory. Four hours credit.

**MUS 2412, 2422—Music Literature I, II.**

A listening course to give the student a better understanding of music through the ages. It offers the non-music major as well as the music major an opportunity to explore music as an art. Two lectures and one hour laboratory. Two hours credit.

**MUSIC APPLIED**

(Brass, Organ, Percussion, Piano, Voice, and Woodwinds)

**MUA 1141, 1151, 2141, 2151—Brass for Non-Majors I, II, III, IV.**

One hour private instruction and three hours practice. One hour credit.

**MUA 1172, 1182, 2172, 2182—Brass for Music Education Majors I, II, III, IV.**

One hour private instruction and six hours practice. Two hours credit.

**MUA 1331, 1341, 2331, 2341—Organ for Non-Majors I, II, III, IV.**

One hour private instruction and three hours practice. One hour credit.

**MUA 1363, 1373, 2363, 2373—Organ for Music Majors I, II, III, IV.**

One hour private instruction and nine hours practice. Three hours credit.

**MUA 1441, 1451, 2441, 2451—Percussion for Non-Majors I, II, III, IV.**

One hour private instruction and three hours practice. One hour credit.

**MUA 1472, 1482, 2472, 2482—Percussion for Music Education Majors I, II, III, IV.**

One hour private instruction and six hours practice. Two hours credit.

**MUA 1511, 1521, 2511, 2521—Class Piano I, II, III, IV.**

For instrumental and voice majors only. One lesson and three hours practice. One hour credit.



**MUA 1541, 1551, 2541, 2551—Piano for Non-Majors I, II, III, IV.**  
One lesson and three hours practice. One hour credit.

**MUA 1573, 1583, 2573, 2583—Piano for Music Majors I, II, III, IV.**  
One hour private instruction and nine hours practice. Three hours credit.

**MUA 1641, 1651, 2641, 2651—Strings for Non-Majors, I, II, III, IV.**  
One hour private instruction and three hours practice. One hour credit.

**MUA 1672, 1682, 2672, 2682—Strings for Music Education Majors I, II, III, IV.**  
One hour private instruction and six hours practice. Two hours credit.

**MUA 1711, 1721—Class Voice I, II.**  
For Piano, Organ, and Instrumental majors only. One lesson and three hours practice. One hour credit.

**MUA 1741, 1751, 2741, 2751—Voice for Non-Majors I, II, III, IV.**  
One lesson and three hours practice. One hour credit.

**MUA 1772, 1782, 2772, 2782—Voice for Music Education Majors I, II, III, IV.**  
One hour private instruction and six hours practice. Two hours credit.

**MUA 1841, 1851, 2841, 2851—Woodwinds for Non-Majors I, II, III, IV.**  
One hour private instruction and three hours practice. One hour credit.

**MUA 1872, 1882, 2872, 2882—Woodwinds for Music Education Majors I, II, III, IV.**  
One hour private instruction and six hours practice. Two hours credit.

## MUSIC ORGANIZATIONS

(Band, Small Band Groups, Stage Band, Choir, Small Singing Groups)

**MUO 1111, 1121, 2111, 2121—Band I, II, III, IV.**  
Four practice sessions. One hour credit.



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**MUO 1141, 1151, 2141, 2151—Small Band Groups I, II, III, IV.**  
One practice session. One hour credit.

**MUO 1171, 1181, 2171, 2181—Stage Band I, II, III, IV.**  
One practice session. One hour credit.

**MUO 1211, 1221, 2211, 2221—Choir I, II, III IV.**  
Three hours practice. One hour credit.

**MUO 1241, 1251, 2241, 2251—Small Singing Groups I, II, III IV.**  
One practice session. One hour credit.

## PHILOSOPHY AND BIBLE

## Bridges

**PHI 1113—Old Testament Survey.**

This is a study of the entire Old Testament covering the recorded events prior to Abraham and the history of the Hebrew nation as revealed in the books of history, prophecy, and poetry. Three lectures. Three hours credit.

**PHI 1133—New Testament Survey.**

This is a study of the New Testament covering the life of Christ and the establishment of the early church as presented in the Gospels, Acts, and the other New Testament books. Three lectures. Three hours credit.

**PHI 1153—The Life of Christ.**

The aim of this course is to give the student a general knowledge of the most important events in the life of Christ in a chronological order as found in the Gospels. The Gospels will be studied as a unit endeavoring to get a composite picture of the life and earthly ministry of Jesus. Three lectures. Three hours credit.

**PHI 2613—World Religions.**

Comparison of the beliefs and developments of the Christian religion with those of Buddhism, Mohammendanism, Hinduism, and other important religions. Three lectures. Three hours credit.



**PHYSICS****Hicks, Kitchin****PHY 2213—Physical Science Survey I.**

Designed for the non-technical student. A survey of laws of physics and astronomy. Three lectures. Three hours credit.

**PHY 2223—Physical Science Survey II.**

Designed for the non-technical student. A survey of chemistry, meteorology, and geology. Three lectures. Three hours credit.

**PHY 2414—General Physics I. (Prerequisite: MAT 1323).**

A study of mechanics, heat, and sound. Three lectures and three hours laboratory. Four hours credit.

**PHY 2424—General Physics II. (Prerequisite: PHY 2414).**

A study of electricity, magnetism, light, and modern physics. Three lectures and three hours laboratory. Four hours credit.

**PHY 2514—General Physics IA. (Prerequisite: MAT 1623).**

For engineering and science students. A study of mechanics, heat, and sound. Three lectures and three hours laboratory. Four hours credit.

**PHY 2524—General Physics IIA. (Prerequisite: PHY 2514).**

For engineering and science students. A study of magnetism, electricity, and light. Three lectures and three hours laboratory. Four hours credit.

**POLITICAL SCIENCE****Brown, Butler****PSC 1113—American National Government.**

Survey of the organizations, political aspects of and basis for American government. Three lectures. Three hours credit.

**PSC 1123—American State and Local Government.**

Relationship between states and federal governments, and between states and their subdivisions; organizations, function, and operation of executive, legislative, and judiciary; elections and suffrage generally, Mississippi particularly. Three lectures. Three hours credit.



## HOLMES JUNIOR COLLEGE

## PSYCHOLOGY

Henson

**PSY 1513—General Psychology I.**

An introduction to the scientific study of human behavior. Includes history and methods of psychology; growth and development; principles of learning; sensation and perception; thinking; statistics; personality; and intelligence. Three lectures. Three hours credit.

## READING

Williams

**REA 1102—Developmental Reading I.**

A laboratory course designed to offer special reading instruction to students deficient in reading skills. One lecture and two hours laboratory. Two hours institutional credit. (Not designed to transfer).

**REA 1202—Developmental Reading II.**

A continuation of REA 1102. One lecture and two hours laboratory. Two hours institutional credit. (Not designed to transfer).

**REA 1212—Reading Improvement I.**

A course provided to help students develop reading skills necessary for success in college. Diagnostic testing followed by practice in skills according to the needs of the student. Emphasis on spelling, pronunciation, vocabulary and study skills. Guidance in developing wide reading interests. Three lectures. Two hours credit.

**REA 1222—Reading Improvement II.**

A continuation of REA 1212. Three lectures. Two hours credit.

**REA 1233—Speed Reading I.**

Diagnostic testing followed by practice in skills according to the needs of the students. Emphasis on comprehension skills such as getting main ideas, summarizing, organizing, and drawing conclusion. Guidance in developing wide reading interests that will provide background for college courses. Two lectures and two hours laboratory. Three hours credit.



**SOCIOLOGY****Williams****SOC 2113—Introduction to Sociology.**

A study of human relationships. Students will receive a synopsis of the whole field of sociology: the social world, the social and cultural process within this world, and the integration of these processes in relation to the individual, the group, and the institution. Three lectures. Three hours credit.

**SOC 2143—Marriage and Family.**

A study of the family as a cultural unit, the institution of marriage, the problems of parenthood and of Socio-economic adjustments to society. Three lectures. Three hours credit.

**SPEECH AND THEATRE****SPT 1113—Oral Communication (Principles of Speech).**

Correct and effective English; correct pronunciation and enunciation; breath control; study and practice in making speeches for all occasions, major emphasis on organization of material; and practice in speaking before the group. Three lectures. Three hours credit.

**SPT 1241, 1251, 1261, 1271—Drama Production I, II, III, IV.**

Participation in college drama productions. Three hours laboratory. One hour credit.

**TECHNICAL**

**Adams, Alford, Carr C., Carr T., Ferguson, Haley, Keeton, Miles,  
Richardson, Wilson**

**TAC 1114—Secretarial Accounting.**

Fundamentals of accounting and their application to various types of business as to ownership, organization, and functions. Accounting 1114 includes the full accounting cycle for double-entry accounting. The major purpose is to provide a basic accounting knowledge for prospective office workers. Three lectures and two hours laboratory. Four hours credit.



**TBA 2413—Business Law I.**

This course is designed to acquaint the students with the fundamental principles of law as they relate to the basic legal problems of business transactions in our economy. Special attention will be given to an introduction to law; law of contracts; agencies and employment; negotiable instruments and commercial papers. Three lectures. Three hours credit.

**TBA 2513—Principles of Management.**

This course is a study of basic management principles as applied to the functions of planning, organizing, directing, controlling, and coordinating with effective communication in business enterprise. Three lectures. Three hours credit.

**TBC 1113—Fundamentals of Carpentry.**

Offered first semester. A course designed to familiarize the student with the fundamentals of carpentry, principles involved in a typical structure, and their applications and solutions. One lecture and four hours laboratory. Three hours credit.

**TBC 1123—Blue Print Reading—Building Trades.**

Offered first semester. A course designed to teach the student how to read and interpret plans and specifications for residential and light commercial construction. Three lectures. Three hours credit.

**TBC 2133—Building Materials.**

A course designed to familiarize the student with the physical properties of the materials generally used in the erection of structures, with brief description of their manufacture. Three lectures. Three hours credit.

**TBC 2153—Contracts and Specifications.**

Offered second semester. The general laws of contracts, agencies, sales agreements, and engineering specifications as incorporated into contracts; the business and legal phases of engineering. Three lectures. Three hours credit.

**TBC 2163—Construction Methods and Equipment.**

Offered second semester. The selection of materials, equipment, problems of electrical and water supply. A consideration of problems in construction that will familiarize the student with requirements pertaining to specific solutions in these areas. One lecture and four hours laboratory. Three hours credit.



**TBC 3143—Cost and Estimating I.**

Offered first semester. Preparation of material and labor quantity surveys from actual working drawings and specifications. Three lectures. Three hours credit.

**TBC 3153—Electrical House Wiring.**

A course designed to give the student a working knowledge of the electrical area in house wiring and light commercial construction. Two lectures and two hours laboratory. Three hours credit.

**TBC 4124—Building Design.**

Offered second semester. This subject includes working drawings and details of the actual construction of a model of a small house. It also includes architectural design, working and structural drawings of more complex structures. Structural computations are required. Eight hours laboratory. Four hours credit.

**TBC 4143—Cost and Estimating II.**

A continuation of TBC 3143. Three lectures. Three hours credit.

**BANKING AND FINANCE TECHNOLOGY****I. Foundations of Banking****TBF 1113—Principles of Banking.**

A comprehensive introduction to modern banking, this course touches on almost all aspects of bank functions. Primary topics include the following: the language and documents of banking; check processing; teller functions; deposit function; trust services; bank bookkeeping; and bank loans and investments. Three lectures. Three hours credit.

**TBF 1123—Money and Banking.**

Practical aspects of money and banking and the basic monetary theory. Historical treatment minimum. Emphasis on such problems as economic stabilization, types of spending, theory of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussion on the banking industry in affecting yield curves and the structuring of portfolios. Three lectures. Three hours credit.

**TBF 1133—Analyzing Financial Statements.**

Organized into two main sections: Characteristics of financial statements and financial statement analysis. Review of basic accounting principles for financial statement analysis. Three lectures. Three hours credit.



**TBF 1183—Law and Bank Transactions.**

Presents an introduction to basic commercial law related specifically to banking and bank transactions. Topics include: consumer protection; contracts; agency and partnerships; corporations; real property; the Uniform Commercial Code; negotiable instruments and bank collections; and secured financing. Three lectures. Three hours credit.

**TBF 1193—Business Mathematics.**

This course is designed for the student who requires refresher work in the fundamentals of business mathematics. It includes a variety of topics, including fundamental arithmetic tools, fractions, decimals, business documents, payrolls, statistical data and graphs, depreciation and simple interest. Three lectures. Three hours credit.

**TBF 2153—Fundamental of Bank Data Processing.**

Broadly based and non-technical explanation of electronic data processing as applied to banks. Geared to fundamental principles, concepts, and functions of automation; a general briefing on the essentials of bank data processing. Practical approach to equipment and techniques applied to the automation of banking systems. Three lectures. Three hours credit.

**TBF 2713—Principles of Real Estate.**

The course deals with the nature of the real estate market, types of ownership of property, contracts, methods of transferral of title, instruments used in transfer, title closing, financing, property management, insuring, and appraising. Three lectures. Three hours credit.

**TBF 2723—Real Estate Law.**

Designed to give the student a general background in the law of real property and the law of real estate brokerage. Three lectures. Three hours credit.

**TBF 3143—Business Administration.**

Emphasis on the managerial responsibility of carefully coordinating the many facets of a business enterprise. Stresses administration, financial management, production, labor-management relations, marketing, coordinating and control, and public relations. Three lectures. Three hours credit.

**TBF 3153—Business Financial Management.**

Principles of finance as applied to the operation of a profit seeking (nonbank) firm. Active participation in the process of



financial administration and decision-making to teach the student to use the tools and techniques necessary for the efficient financial management of a modern business enterprise. Three lectures. Three hours credit.

**TBF 3163—Management of Commercial Bank Funds.**

Necessary principles for developing an adequate philosophy of funds management. Differences between practices in large banks and smaller institutions. Brings together policies in the areas of loans, deposits, investment, and capital, and relates each to the other. Three lectures. Three hours credit.

## **II. Banking Functions**

**TBF 1153—Savings and Time Deposit Banking.**

Historical development of savings institutions and an awareness of the basic economic function of the savings process as related to current operations and policies. Begins with a review of the economics of the savings process to clarify important differences between financial savings by individuals or organizations and real savings that appear as capital formation. Review of different types of financial savings to describe the system of financial flows of income to capital investment. Three lectures. Three hours credit.

**TBF 2113—Credit Administration.**

Directed toward the executive level. Concerns statement and discussion of factors influencing and determining loan policy. Methods of credit investigating and analysis, credit techniques, specific credit problems, and regular as well as unusual types of loans. Three lectures. Three hours credit.

**TBF 2123—Marketing for Bankers.**

This course presents marketing as a broad concept which includes public relations, advertising, and personal selling. It is designed for persons who are unacquainted with marketing. Three lectures. Three hours credit.

**TBF 2133—Bank Investments.**

Nature of primary reserves and loanable funds and their uses. Analysis of primary and secondary reserve needs of commercial banks, the sources of reserves, and their random and cyclical fluctuations, showing the influence of these factors on investment policy. Study of yield changes as they affect a bank's long-term holdings. Three lectures. Three hours credit.



**TBF 2143—Agricultural Finance.**

General principles associated with the evaluation of management and the use of capital. To help the banker in satisfying the credit needs of modern agriculture. Three lectures. Three hours credit.

**TBF 2163—Installment Credit.**

Techniques of installment lending, presented concisely. Emphasis on establishing the credit, obtaining and checking information, servicing the loan, and collecting the amounts due; each phase of a bank's installment credit operation carefully scrutinized to the most efficient methods. Inventory financing, special loan programs, business development and advertising, and the public relations aspect of installment lending. Three lectures. Three hours credit.

**TBF 2173—Bank Cards.**

This course presents an overview of the bank card industry with the dual objectives of helping the student understand the role of the bank card in the economy as well as the basic operational problems involved in the successful management of a bank card plan. Three lectures. Three hours credit.

**TBF 2193—Trust Functions and Services.**

Services rendered by institutions engaged in trust business. Introduction to the services and duties involved in trust operations. Identifies the distinction between business and legal aspects of trust functions. Three lectures. Three hours credit.

**TBF 2733—Real Estate Finance.**

This course provides a background in the varied real estate mortgage credit operations of commercial banks. It treats the main areas of real estate by concentrating on the following broad areas: (1) the manner in which funds are channeled into the mortgage markets; (2) the financing of residential property; (3) the financing of special purpose property; and (4) the administrative tasks common to most mortgage departments. Three lectures. Three hours credit.

**TBF 2743—Real Estate Appraisal.**

An introductory course covering the purposes of appraisal, the appraisal process and the different approaches, methods and techniques used to determine the value of various types of property. Three lectures. Three hours credit.

**TBF 3113—International Banking.**

Basic framework and fundamentals of international banking: how money is transferred from one country to another, how trade is



financed, what the international agencies are and how they supplement the work of commercial banks, and how money is changed from one currency to another. Three lectures. Three hours credit.

**TBF 3123—Federal Reserve System.**

Operations and policies of the Federal Reserve System during critical periods over the past 60 years. Topical rather than chronological, enabling students to compare and contrast Federal Reserve policies dealing with similar problems at different periods. Attention to international monetary affairs and economic developments affecting the American fiscal system. Three lectures. Three hours credit.

### III. Management and Supervision

**TBF 1143—Bank Management.**

New trends in the philosophy and practice of management. Study and application of the principles outlined provide a working knowledge of bank management. Three lectures. Three hours credit.

**TBF 1173—Supervision and Personnel Administration.**

Designed to aid first-line supervisors in making a smooth transition from expert in a particular task to the role of supervisor who must produce results through the efforts of other people. Stresses management attitudes and carrying out management policies while at the same time inspiring a group to achieve friendly cooperation and maximum production. Three lectures. Three hours credit.





**TBO 1113—Elementary Typewriting I.**

Mechanism, care, and operation of the typewriter; keyboard-drills to gain speed and accuracy; introduction to letter forms. Students with a year of high school typewriting normally do not take this course. Three lectures. Three hours credit.

**TBO 1213—Elementary Shorthand I.**

The theory and practice of Gregg and Simplified shorthand. The principles are applied by reading and writing shorthand with a limited amount of dictation and transcription from shorthand notes. Students with a year of high school shorthand normally do not take this course. Three lectures. Three hours credit.

**TBO 1313—Filing-Records Management.**

The various systems of filing with sufficient practice in the laboratory to develop skill in the operation of the systems. Coding, indexing, equipment, and materials are emphasized. Three lectures. Three hours credit.

**TBO 1413—Secretarial Practice.**

Course designed to present essential duties and special techniques for a secretarial career at the highest professional level; to acquaint the student with the modern office systems and practices. Three lectures. Three hours credit.

**TBO 1513—Office Machines.**

Instruction and practice in the operation of the major types of adding and calculating machines; development of a working knowledge of the ten-key and full keyboard adding machines, keydriven and rotary calculators and other mechanical office devices. Three lectures. Three hours credit.

**TBO 2123—Intermediate Typewriting II (Prerequisite: High school typewriting or TBO 1113).**

Advanced drills for speed and accuracy; letter forms; telegrams and other business forms; manuscript typewriting. Three lectures. Three hours credit.

**TBO 2223—Intermediate Shorthand II (Prerequisite: High school shorthand or TBO 1213).**

A continuation of TBO 1213. Three lectures. Three hours credit.

**TBO 2523—Office Appliances.**

Instruction and practice in the operation of office appliances, including stencil and spirit duplicators, addressograph machine, composer, transcribing machines, electric typewriters, mimeoscopes, and copying machines. Three lectures. Three hours credit.



**TBO 2613—Business Communications.**

Study and practice in writing different types of business letters and reports, with emphasis on correct spelling, grammar, punctuation, and clarity of communication. Three lectures. Three hours credit.

**TBO 3133—Advanced Typewriting III (Prerequisite: TBO 2123).**

A continuation of TBO 2123. Three lectures. Three hours credit.

**TBO 3233—Advanced Shorthand III (Prerequisite: TBO 2223).**

The aim of this course is to increase accuracy and speed of transcription with emphasis on mailability of letters. Three lectures. Three hours credit.

**TBO 4143—Production Typewriting IV (Prerequisite: TBO 3133).**

Skill development and vocational competency are the objectives of this course. Production of varied typewritten communications with emphasis on quality and quantity. Three lectures. Three hours credit.

**TBO 4243—Dictation and Transcription IV (Prerequisite: TBO 3233).**

A course to develop transcription skills. Accuracy and speed of transcription correlated with English, punctuation, spelling, division of words, and vocabulary building. Three lectures. Three hours credit.

**TBO 4713—Secretarial Practicum.**

Supervised practical applications of theory and skills in various job situations within an office. This course is designed for advanced secretarial science majors. One hour lecture and four hours laboratory. Three hours credit.

**TCC 1111—Curriculum Ideas for Young Children.**

Exploring curriculum ideas for young children through the child care curriculum lab, Holmes Junior College Library and other field experiences. Two hours laboratory. One hour credit.

**TCC 1123—Art for Children.**

Introduction of a variety of creative art activities for young children. Emphasis placed on encouraging art expression by children, not perfecting art skills. Three lectures. Three hours credit.



**TCC 1154—Child Development I.**

This course focuses on each aspect of the child's development—social, cognitive, emotional and physical. Case studies will help students learn to apply theory to common situations. Laboratory work consists of directed observation and participation. Three lectures and two hours laboratory. Four hours credit.

**TCC 2111—First Aid.**

This course in the underlying principles and applied techniques of first aid meets requirements for the standard First Aid Certificate of the American Red Cross. One lecture. One hour credit.

**TCC 2113—Music for Children.**

Introduction of a variety of creative music activities for young children. Emphasis placed on encouraging musical expression by children, not perfecting musical skills. Three lectures. Three hours credit.

**TCC 2133—Child Nutrition and Health Care.**

Basic information regarding nutrition, the nutritional value of food, and the relationship of food and food habits to the nutrition of the young child. Two lectures and two hours laboratory. Three hours credit.

**TCC 2154—Child Development II.**

A continuation of TCC 1154. Two lectures and four hours laboratory. Four hours credit.

**TCC 3124—Day Care/Kindergarten Practicum I.**

This course is designed for the student to participate actively in the training and supervision of children in approved centers, nurseries or children's institutions. The student is closely supervised by a qualified instructor. Eight hours laboratory. Four hours credit.

**TCC 3133—Literature for Children.**

Various forms of children's literature are introduced. The availability of children's literature and the selection of quality literature for different age groups are emphasized. Illustrators and the effectiveness of their illustrations as well as authors of children's books are discussed. Three lectures. Three hours credit.

**TCC 3143—Physical/Motor Development for Children.**

An analysis of the fundamental motor patterns developed during early childhood with emphasis on fine and gross motor skills. Three lectures. Three hours credit.



**TCC 3153—Methods and Material for Teaching Children.**

Approaches to teaching and guiding learning of young children analyzed and practiced along with materials effective in supporting each strategy. Three lectures. Three hours credit.

**TCC 4113—Administration of Programs for Young Children.**

A course in the organizational structure and management of various programs for young children. Three lectures. Three hours credit.

**TCC 4114—Day Care/Kindergarten Practicum II.**

A continuation of TCC 3124. Eight hours laboratory. Four hours credit.

**TCC 4123—Teaching the Special Child.**

This course is designed to meet the need for teachers with more meaningful individual education for children with learning disabilities and other areas of exceptionality in children. Three lectures. Three hours credit.

**TDP 1112—Data Entry and File Manipulation.**

This course is arranged so that students will become competent in the use of the IBM key punch diskette-entry devise. By a combination of lecture and data entry drills, the student will become a proficient, well-rounded data entry operator. In addition, the entire array of unit record equipment will be surveyed with emphasis upon proficient operation of the IBM sorter, verifier, and collator machine. Four hours laboratory. Two hours credit.

**TDP 1114—Introduction to Data Processing.**

Survey of history of data processing, computer concepts, systems design and analysis; emphasis on actual "hands-on" experience of data entry devices to the extent of entering data and computer programs to process data. Three lectures and two hours laboratory. Four hours credit.

**TDP 1115—Data Processing I (Introduction with FORTRAN).**

An introductory course designed to give the student a background and overview of the scope of business data processing. Students will also become acquainted with the operations of the card punch, verifier, sorter, collator, diskette-entry devise, and online terminal. Through the use of the online terminals, students will be introduced to the FORTRAN programming language. Three lectures and four hours laboratory. Five hours credit.



**TDP 2115—Data Processing II (System Fundamentals with RPG).**  
A basic course that advances concepts, terminology, and theory, of modern computers and provides a firm background in the use of the IBM system 34 utility programs. Introduction to application of RPGII to problems in business-related areas. Three lectures and four hours laboratory. Five hours credit.

**TDP 3115—Computer Business Applications (with COBAL).**  
Applying computer logic and concepts to solving business problems in accounts receivable, accounts payable, payroll, inventory control, and sales analysis. Introduction to COBAL programming language. Three lectures and four hours laboratory. Five hours credit.

**TDP 4224—Systems Analysis and Design.**  
Use of data processing equipment in designing a complete management information system. Shows how all business function interrelate by requiring student to analyze manual procedures, design a sound systems approach, make proper selections, and implement a feasible conversion schedule. Two lectures and four hours laboratory. Four hours credit.

**TDP 4234—Advanced Programming.**  
This course is designed to expand the student's knowledge of programming languages learned in the previous semesters. Correlation between this course and TDP 4224—Systems Analysis and Design is drawn to enable a student to start at the very beginning and advance to accomplish an overall desired result. Two lectures and four hours laboratory. Four hours credit.

**TEG 1113—Computational Methods.**  
Instruction in basic principles and procedures in mathematical and technical computations with the aid of various mathematical tables and formulas, printing and electronic calculators. Two lectures and two hours laboratory. Three hours credit.

**TEG 3133—Statics and Strength of Materials.**  
Offered first semester. An introductory course into the field of structural design, consisting of a study of statics and strength of materials. Emphasis is given to elementary analysis of forces in simple structures, and a study of the properties of such materials as steel, wood, and concrete, and the design of beams, columns, and shafts with these materials. Three lectures. Three hours credit.



**TEG 4143—Surveying.**

Offered second semester. A familiarization laboratory designed to develop in the drafting student the ability to take surveyor's notes and convert them into finished drawings. It includes basic principles of geometry, theory, and use of instruments, mathematical calculators, and the control and reduction of errors. One lecture and four hours laboratory. Three hours credit.

**TEN 1103—Developmental English I.**

This course in writing stresses basic communication skills—writing of paragraphs, outlines, summaries and essays, general review of mechanics, and reading for ideas included. Three lectures and two hours laboratory. Three hours institutional credit. (Not designed to transfer)

**TEN 1203—Developmental English II.**

A continuation of TEN 1103. Three lectures and two hours laboratory. Three hours institutional credit. (Not designed to transfer)

**TEN 1223—Technical Writing (Prerequisite: ENG 1113).**

A continuation of ENG 1113 with emphasis on the methods of writing used in technical reports. Readings, themes, and research paper required. Three lectures. Three hours credit.

**TGR 1113—Fundamentals of Drafting.**

Offered first semester. A basic course covering areas common to all drafting, with special emphasis on proper technique and early habit formation. One lecture and four hours laboratory. Three hours credit.

**TGR 2123—Descriptive Geometry.**

Offered second semester. Theory and problems designed to develop the ability to visualize points, lines, and surfaces of space, to relate them to each other, and to apply these. One lecture and four hours laboratory. Three hours credit.

**TGR 2135—Machine Drafting.**

Offered second semester. Emphasize methods, techniques and procedures in presenting screws, bolts, rivets, springs, thread types, symbols for welding, materials, finish and heat treatment notation, working order preparation, routing, and other drafting room procedures. Two lectures and six hours laboratory. Five hours credit.



**TGR 3145—Electrical-Piping-Sheet Metal Drafting.**

Offered first semester. An advanced course in drafting in which techniques and knowledge are employed in the planning of mechanical and electrical objects. Efficient use of all common types of applicable handbooks, code books, and other standard references are an integral part of this phase of drafting. Two lectures and six hours laboratory. Five hours credit.

**TGR 3155—Architectural Drafting.**

Offered first semester. Presentation and application of architectural drafting room standards. Two lectures and six hours laboratory. Five hours credit.

**TGR 4165—Structural Drafting.**

Offered second semester. Structural section, terms and conventional abbreviations and symbols used by structural fabricators and erectors are studied. Knowledge is gained in the use of the A.I.S.C. Handbook, the tables of squares and logarithms, and trigonometric functions. Problems are studied that involve structural designing and drawing of beams, columns, connections, trusses and bracing. Two lectures and six hours laboratory. Five hours credit.

**TGR 4174—Map and Topographic Drawing.**

Offered second semester. Selected drafting techniques are applied to the problem of making maps, traverses, plot plans, plan and profile drawing using maps, field survey data, aerial photographs, and related references, materials including symbols, notations, and other applicable standardized materials. One lecture and six hours laboratory. Four hours credit.

**TMA 1113—Technical Mathematics I (Algebra).**

Offered first semester. Broad coverage of the most widely accepted areas of college level algebra with special applications for technicians. Three lectures. Three hours credit.

**TMA 2123—Technical Mathematics II (Trigonometry).**

Offered second semester. Broad coverage of the most widely accepted areas of college trigonometry with special applications for the technicians. Base common to slide rule and logarithm is examined. Three lectures. Three hours credit.

**TPH 3123—Physics (Mechanics, Heat and Sound).**

Offered first semester. Fundamental laws of mechanics, heat, and sound with technical applications. Two lectures and two hours laboratory. Three hours credit.



**TPH 4123—Physics (Electricity and Optics).**

Offered second semester. Fundamental laws of electricity; magnetism and optics with technical applications. Two lectures and two hours laboratory. Three hours credit.

**TPM 1113—History and Organization of the Postal Service.**

Emphasis on tracing the history of the Postal Service through private and government agencies at the national and international levels. Special attention is given to the current Postal Service. Three lectures. Three hours credit.

**TPM 1123—Employee and Labor Relations.**

Study of laws and practices of labor management, current status and problems, national and local agreements, bargaining units, grievance policy, disciplinary policy and the National Labor Relations Board. Special attention to employee relations on training, Equal Employment Opportunity, safety and health, and personnel problems. Three lectures. Three hours credit.

**TPM 1133—Personnel Management.**

This course is designed to aid firstline supervisors in making a smooth transition from specialist in a particular task to the role of a supervisor who must produce results through the efforts of other people. Stresses management attitudes and carrying out management policies while at the same time inspiring a group to achieve friendly cooperation and maximum production. Three lectures. Three hours credit.

**TPM 2113—Mail Processing I and II.**

This course stresses an overall understanding of the various aspects of mail processing with special attention to techniques and methods used by postal managers to move large quantities of mail within standard commitments in a cost effective manner. Three lectures. Three hours credit.

**TPM 2123—Customer Services.**

A study of the postal operations involved in collecting mail from multiple, diverse points and transporting it in a time and cost effective manner to processing points to multiple, diverse recipients. Includes analysis and control systems. Three lectures. Three hours credit.

**TPM 2133—Postal Problem Analysis.**

Postal problems for which the student must use system analysis, problem-solving grids, and decisions by objectives to analyze and specify the dimensions of the problems; identify and test possible causes, assess adverse consequences of possible causes,



objectives, and solutions; and analyze and test alternatives decided upon as possible solutions. Three lectures. Three hours credit.

**TPM 2143—Support Services.**

Emphasis on revenues, control of revenues, operational efficiency, facilities, and ancillary functions, such as office services, administrative services, accounting and storage and distribution. Three lectures. Three hours credit.

**TPS 1113—Survey of the Criminal Justice System.**

An overview of the entire criminal justice system with special emphasis on law enforcement's role in this system. This includes the history of law enforcement, the American criminal justice system, primary police functions, introduction to other agencies involved in the criminal justice system, and career orientation. Three lectures. Three hours credit.

**TPS 1123—Police Administration and Organization.**

Designed to provide an understanding of the administration and operation of a police agency. Included in this are external relationships affecting police, internal affairs and control, police unions, police planning, organizational change, police in crime prevention, and auxiliary services. Three lectures. Three hours credit.

**TPS 1133—Criminology.**

A systematic study of crimes, criminals, and criminal behavior in the United States. It covers the nature, occurrence, and theories of crime causation in America. Also included are the patterns of criminal behavior and treating the criminal offender. Three lectures. Three hours credit.

**TPS 1143—Police Operations.**

Line activities of law enforcement agencies with emphasis on the patrol function and the prevention of crime; includes traffic, investigative, juvenile, vice, and other specialized operational units. Three lectures. Three hours credit.

**TPS 1153—Criminal Law.**

Criminal law for the police officer; includes local, state, and federal laws, their development, application, and enforcement. Three lectures. Three hours credit.

**TPS 1163—Criminal Investigation I.**

Provides a detailed development of the system of criminal investigation. It treats the scene of the crime as the source of basic



investigative leads. Included are crime scene search, care of evidence, obtaining information, specific offenses, the investigator in court, and identification. Three lectures. Three hours credit.

**TPS 1173—Criminal Investigation II (Prerequisite: TPS 1163).**

This course contains practical applications of the knowledge gained in Criminal Investigation I. Included are care and handling of evidence, photography of crime scene, casts and molds, fluid identifications, fingerprints, narcotics identification, and crime scene sketches. Three lectures. Three hours credit.

**TPS 1183—Deviant Behavior.**

This course is concerned with the abnormal personality as it relates to law enforcement personnel. Topics included are perspectives on deviant behavior, patterns of deviant behavior, family problems, juvenile delinquency, alcoholism, and drug addiction. This course covers causes, prevention, and treatment. Three lectures. Three hours credit.

**TPS 1193—Law of Evidence.**

Criminal evidence for police; types of evidence; criminal procedure in various courts; arrest, search and seizure, collection of evidence, discretion, and related topics. Three lectures. Three hours credit.

**TPS 2113—Criminal Procedure.**

This course covers criminal procedure for the police officer. Included are arrest-search warrants—probable cause, exceptions to search warrant requirements, admissions—confessions, stop and frisk, notification of rights, and preparation of a case for court. Three lectures. Three hours credit.

**TPS 2114—Crime Prevention.**

Theory, methods, and techniques of crime prevention. The role of the police agency and the individual crime prevention officer in providing assistance to individual citizens and businesses in prevention of crimes against persons and property. Three lectures and two hours laboratory. Four hours credit.

**TPS 2123—Police and Community Relations.**

Current issues between police and community. Role and influence of officer in community relations, programs to improve police-community relations, areas of tension and conflict, the problems of race and juveniles, and police role in domestic disturbances. Three lectures. Three hours credit.



**TPS 2133—Police Science and the Juvenile.**

This course is designed to unite juvenile law with the current trends in juvenile delinquency. Included are classification of juvenile offenders, environments of the offender, professional police approach to juvenile offender, and the laws relating to due process of the juvenile offender. Three lectures. Three hours credit.

**TPS 2143—Vice and Narcotics.**

The role of the police in vice and narcotics law enforcement. The aspects of vice control covered will be pornography, prostitution, gambling, bookmaking, and organized crime. Narcotics will include causes of abuse, opiates, marijuana, miscellaneous drugs, statutes and enforcement agencies, and rehabilitation and control effects. Three lectures. Three hours credit.

**TPS 2164—Internship in Police Science.**

Supervised experience in a law enforcement or related agency. Weekly assignments and reports required. Consent of instructor is prerequisite. Eight hours laboratory. Four hours credit.

**TPS 2172—Defense Tactics.**

Protection against persons with deadly weapons; drill in holds and comealongs; restraint of prisoners and the mentally ill; use of the baton. One lecture and two hours laboratory. Two hours credit.

**TPY 2113—Industrial Psychology.**

Offered second semester. Significance of individual differences in industry; instruments and techniques of selecting and placing personnel; motivating, training, and supervising the workers; nature and control of fatigue; psychological aspects of labor relations; morale and attitude measurements; industrial counseling. Three lectures. Three hours credit.

**TRE 1102—Developmental Reading I.**

A laboratory course designed to offer special reading instruction to students deficient in reading skills. One lecture and two hours laboratory. Two hours institutional credit. (Not designed to transfer).

**TRE 1202—Developmental Reading II.**

A continuation of TRE 1102. One lecture and two hours laboratory. Two hours institutional credit. (Not designed to transfer).

**TRE 1212—Reading Improvement I.**

A course provided to help students develop reading skills necessary for success in college. Diagnostic testing followed by practice



in skills according to the needs of the student. Emphasis on spelling, pronunciation, vocabulary and study skills. Guidance in developing wide reading interests. Three lectures. Two hours credit.

**TRE 1222—Reading Improvement II.**

A continuation of TRE 1212. Three lectures. Two hours credit.

**TRT 1121—FCC License.**

This course is designed to prepare the student for the FCC test for Radio Telephone third class operator permit. One lecture. One hour credit.

**TRT 1113—Introduction to Broadcasting.**

This course is designed to provide an understanding of the operation of stations and networks and provide a wide background of information about broadcasting and the broadcasting industry that will enable each individual to make his own appraisal of this form of mass communication. Three lectures. Three hours credit.

**TRT 1134—Announcing.**

To provide the student with the basic skills of the radio announcer. Diction, pronunciation, and reading, to familiarize the student completely with the equipment at a radio station. Two lectures and four hours laboratory. Four hours credit.

**TRT 2113—Radio News.**

The gathering, writing, and presentation of news. To provide the student with the basic fundamentals of radio news and the operation of radio news rooms. Three lectures. Three hours credit.

**TRT 2121—FCC License.**

It is a continuation of preparation of the student for the FCC test for Radio Telephone third class operator permit. One lecture. One hour credit.

**TRT 2144—Radio Production I.**

It is designed to stimulate the student's imagination in the writing and production of commercials and those aspects of production that enhance the capability of the station. Three lectures and two hours laboratory. Four hours credit.

**TRT 3133—Mass Communications I.**

A study of the history, organization, and mechanics of various mass media. Designed to help the student understand the role of mass media in his life and in society. Three lectures. Three hours credit.



**TRT 3163—Radio and Television Writing.**

To explain the mechanics and techniques of writing commercial copy and to provide the beginner with the means for practical application of information about copy writing and thus lessen the need for on-the-job training. Three lectures. Three hours credit.

**TRT 3164—Television Production I.**

Practical experience in production of television programs and the techniques of production including camera, audio, lighting, staging, graphics, and on-campus appearance. Three lectures and two hours laboratory. Four hours credit.

**TRT 4124—Radio and Television Laboratory.**

Special production of radio or television project. Eight hours laboratory. Four hours credit.

**TRT 4143—Mass Communications II.**

Sales and advertising as applied to mass media. To train the student in the business, economics, and marketing of media sales and advertising promotion. Three lectures. Three hours credit.

**TRT 4153—Administration.**

To acquaint the student with the know-how of radio station operations, including the organizational set up, programming, engineering, personnel, accounting, sales and promotion of a radio station. Three lectures. Three hours credit.



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